

# CAROLINE PACE

Digital Media Producer, Screenwriter, and Assistant

@ carolinepacefilms@gmail.com    www.carolinepace.com    New York, NY



## EXPERIENCE

### Production Secretary

Comedy Central, Picturestart, Hulu    07/2022 - Ongoing    New York, NY

*Life and Beth S2, Awkwafina is Nora From Queens S3, Sweethearts*

- Distributed paperwork and deal memos to crews upwards of 400 people
- Managed logs and documents such as crew lists, cast lists, and vendor lists
- Demonstrated strong leadership skills and collaboration

### Office Production Assistant

NBC, Showtime, Disney    05/2021 - 07/2022    New York, NY

*As They Made Us, FBI: Most Wanted S3, City On A Hill S3, Godfather of Harlem*

- Navigated software such as Scenechronize, Caset, and Adobe Photoshop
- Handled and distributed important paperwork to crews upwards of 400 people, both physically and digitally

### Digital Media Producer

Cooper Smith Productions, LLC    05/2020 - 05/2021    Nashville, TN

- Oversaw project development for 50+ pieces, including music videos, narrative shorts, photoshoots, and commercials
- Negotiated sales contracts, finalized paperwork, and accepted payments
- Wrote and edited scenes, treatments, and scripts

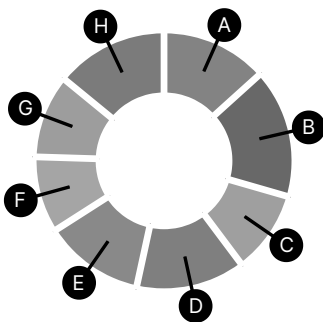
### Personal Assistant+Driver

Dianna Agron, Michele Giordano    2021    New York, NY

Personal & Temporary Assistants to actresses and producers.

- Scheduled meetings around personal commitments
- Handled communication between agents, drivers, and managers
- Drove the represented party to and from locations

## SKILLS



- A Video Production
- B Screenwriting
- C Adobe Creative Cloud
- D Communication/Collaboration
- E Scenechronize
- F Microsoft Office
- G Caset
- H Organization

## EDUCATION

### B.F.A. Motion Pictures

Belmont University    2016 - 2020    Nashville, TN

- Completed coursework in Directing, Production, Film Marketing & Distribution, Screenwriting (For TV and Feature Length), and Editing (Avid Media Composer)
- Successfully led key departments in over 20 student short films.
- Achieved the Dean's List
- Belmont became a top 40 film school as reported by Variety Magazine in 2018.

## ACHIEVEMENTS



### Just Conversations: Nashville Reads "How To Be an Anti-Racist"

Produced a video series alongside the Human Relations Department of The Metropolitan Government of Nashville about discrimination



### Successful Crowdfunding Campaigns

Successfully crowdfunded over \$15,000 for multiple independent projects via social media campaigns.



### Filmapalooza 2021

Participated in Filmapalooza 2021. "Widow Me This" wins first runner up for the "Audience Choice Award" at the world's largest short film competition.

## AWARDS



### 2020 Nashville 48 Hour Film Festival

"Best Art Direction", "Best Screenplay", "Best Directing", "Best Editing", "Best Sound Design", "Best Use of Line", and "Best Overall Film" for *Widow Me This*



### 2021 Paris Short Film Festival

"Official Selection", "Best Costume Design" for *Deadpan!*



### 2022 Hollywood Horror Bowl

Winner of 11 awards including "Best Film", "Best Screenplay", and "Best Cinematography" for *Frat Splat*



### 2019 NorCal FilmFest

"Best Student Short" for *Prom Posers*



### 2020 Four Points Film Festival

"Best Editing" and "Best Costume Design" for *Deadpan!*