

Caroline Knight

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EXPERIENCE

Associate Project Manager

Currently held

ZeDonk Art | Los Angeles, CA

- Managed schedules of **60+ orders per month** for TV and feature productions such as *Euphoria*, *Criminal Minds*, and *Us*
- Collaborated with various Set Decorators, Production Designers, and Producers to execute custom orders *accurately* and in a timely manner
- Organized over **2,000** pieces of art for ease of access to pack, ship, and return rentals.

Writer's Assistant

UNCTV | Chapel Hill, NC

- Wrote on a team for children's content for *Public Broadcast in Tennessee, North Carolina, and South Carolina*.
- Collaborated with the Childhood Development team to *ensure neurological appropriateness* of educational programming for each age group.
- Collected and executed script notes with a team of writers.

Key Office PA

Independent Feature | Lake Norman, NC

- Led team of 6 Production Assistants, both on set and at basecamp, to execute duties required by department heads and *maintain a safe set*
- Organized the duties of the team with *all* departments.
- *Improved on-set workflow* by developing strategies for faster, more efficient communication between departments with the Production Assistant team.

Marketing Consultant

Access to Success | Davidson, NC

- Created *video, written, and event-based content* to encourage donation and convey the message of A2S's programs.
- Organized large group events with donors from New York City, Los Angeles, Atlanta, and Miami.
- Consulted for website accessibility and created organization systems for online content

EDUCATION

University of North Carolina School of the Arts | Bachelor of Fine Arts in Filmmaking

- GPA: 3.9/4.0
- *President*, Disabled Artists Coalition; *Coordinator*, Artists of Color

SKILLS

CSS, JavaScript, C+ | OS X, Windows, iOS | Google Suite | Final Draft | Adobe Suite | Avid

Fluent in Spanish, English, and ASL | Event Organization and Management | Detail Oriented, Team Player