Caroline Bonamico Smith

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Summary: Highly adaptable and enthusiastic professional looking for a position to utilize my passion and skills to create value and an exceptional product.

Key Highlights:

- Jobs in advertising and video post-production
- Creative, hard working, fast learner, exceptional multi-tasker, and and out-of-the-box thinker
- Proficient in Avid Media Composer, Microsoft Office, Adobe Media Encoder, DaVinci, Catalyst Browser, Jump Desktop, Teradici, and Adobe Premiere

Experience:

Freelance Editor   February 2023 - Present

- Edit trailers, tv spots, digital spots, and cutdowns
- Troubleshoot any technical issues that arise
- Ingest and sort assets

Monster LA   November 2018 - January 2023

Associate Editor *July 2022 - January 2023*

- Edit spots, cutdowns, and reels
- Manage remote workstation set-up for staff and freelance employees
- Troubleshoot any technical issues that arise
- Ingest and sort assets
- Edit music previews for Phantom Power's newly released albums
- Prepare and export cuts for final delivery
- Manage avid projects and Nexis spaces

Lead Assistant Editor November 2018 - July 2022

- Edit spots, cutdowns, and reels
- Set up new workstations for staff and freelance employees, including remote-working systems
- Responsible for Avid project and server management
- Troubleshoot all issues that arise.
- Work with Avid and NEXIS systems, Promise Server, HP RGS, SonicWall VPN, Keyscan Security system, Frame.io, Aspera, Wiredrive, PIX, Chronosync, DaVinci Resolve, Mpeg Streamclip, Adobe Premiere, Media Encoder, BOX, MASV, and Filemaker
- Ingest all assets (music w/stems, graphics, selects, references, stock footage, vfx, media exchange with studios, production footage, etc.)
- Ingest and sort dailies, assemble rough feature edits
- Complete dialogue breakdowns of features
- Create music cue sheets / EDLs
- Overcut editors' timelines with updated shots
- Archive, transcode and consolidate media
- Rebuild databases
- Pull selects for editors
- Create music previews and avid projects for Phantom Power's newly released albums
- Create video and audio preps for finish
- Create detailed dialogue and shot list

Ignition Creative   Dec 2013 - Nov 2018

Finishing Assistant Editor *April 2018 - November 2018*

- Overcut and up-res footage in cuts.
- Produce Audio and Video preps (including aafs and EDLs)
- Output Deliverables to multiple specs
- Create detailed shot lists

Lead Assistant Editor   Feb 2018 - April 2018

- Directly supervise team of eight Assistant Editors while maintaining AE obligations
- Responsible for Avid project management and asset tracking for 50+ active projects

- Coordinated with 20-30 staff editors and over 10 producers on project-specific needs, assistant allocation, troubleshooting, and freelancer training
- Train new assistant editors
- Create both project-specific and team-wide workflows for the Assistant editor team
- Troubleshooting and testing for Tech Support staff on Avid-specific issues

- Determine and advise on ways to improve workflow and communication amongst different departments with the AE team.

Assistant Editor   Nov 2015 - Feb 2018
- Work with Avid and NEXIS systems, Aspera, Wiredrive, PIX, Chronosync, DaVinci Resolve, Mpeg Streamclip, Adobe Premiere, Media Encoder, and Filemaker
- Import various assets / deliverables (music w/ stems, graphics, selects, references, stock footage, VFX, production footage, etc)
- Subclip, sort dailies, create stringouts, and assemble feature edits
- Complete dialogue breakdowns of features
- Create music cue sheets / EDLs
- Troubleshoot Avid problems in a fast paced environment
- Overcut editors' timelines with updated shots
- Archive, transcode and consolidate media
- Rebuild databases
- Pull selects for editors
- Create workflows

Coordinator   Oct 2014 - Oct 2015
- Managed the workload of six full time and various temp runners, created schedules, delegated tasks and assigned ad-hoc duties based on resource availability for secure delivery of all assets
- Coordinated with producers, editors and management in a high pressure environment

Vault Librarian   Apr 2014 - Oct 2014
- Maintained vast library of assets (including scripts, hard drives, tapes, etc.)
- Logged / distributed assets to Creative, Print and Interactive departments, clients and vendors
- Solved problems quickly and efficiently to improve company workflow

Education:
Moviola   2015
- Coursework in Avid Editing Essentials, Avid Assistant Editing Essentials & Avid Effects Essentials
UCLA Extension Program   Fall 2013
- Coursework: Introduction to Avid Media Composer and Introduction to Final Cut Pro
California State University Fullerton, CA   August 2013
- B.A. in Communications with a concentration in Advertising
- PRactical ADvantage (PR and AD Agency) Jan-May 2012 Created successful PR Campaign

References: Available upon request.

Reel: https://vimeo.com/showcase/5192548
Password: cbreel327