

Trevor Williams

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Recent Productions

<i>Mank</i>	Community Build Assistant	Netflix	2019
<i>Lord of the Rings</i> (S1)	Office Production Assistant	Amazon	2019
<i>Mindhunter</i> (S2)	Extras Casting Associate	Netflix	2018
<i>Gone</i> (S1)	Office Production Assistant	NBC	2017
<i>Mindhunter</i> (S1)	Extras Casting Assistant	Netflix	2016-17

Relevant Experience

Film & TV Production
Entertainment Industry
2011-Present

A diverse skill set has led to experience in multiple departments for Film and TV

- Maintained internal information on master documents and calendar
- Coordinated office logistics to create a consistent office workflow
- Handled distro of daily production documents and scripts
- Managed Purchase Orders and processed invoices
- Created and distributed sides for production
- Oversaw start paperwork for crew members

Production Artist
Redmoon
Chicago, IL // 2014

Created the aesthetic with a small team for large-scale immersive theater

- Filled multiple roles including Set Dresser, Buyer, and Prop Maker
- Constructed large-scale props and set pieces
- Decorated and painted stage sets
- Restored furniture and props

Post Production Assistant
Workshop Creative
West Hollywood, CA // 2012-13

Became core support for Trailer Editors at a Motion Picture Advertising company

- Coordinated with studios and vendors to receive and deliver media
- Managed digital media and data assets for trailer editors
- Prepped trailer metadata for the studios for finishing
- Converted codecs and organized files for consistency
- Created dialogue strings and continuity scripts

Puppet & Prop Maker
Tandem Otter
New York, NY // 2011

Built Puppets and Props for multiple Broadway and Off-Broadway shows

- Utilized Copydex, wood, fabric, wire, and styrofoam for builds
- Developed sewing, painting, carpentry, and sculpture skills
- Managed and stocked supplies for builds

Education

Columbia College Chicago
B.A., Film & Video
Chicago, IL // 2011

Focus: Cinematography & Film Studies

- Founder of Experimental Film Club
- College Arts Association Representative

Links

FilmFrameFocus
LinkedIn