Based in Pasadena, California

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Trevor
Williams

Relevant Experience

Production & Post Production
Film & TV
2014 – Present

- Set up data management systems to help teams collaborate and meet deadlines
- Created production documents to keep projects on track and teams informed
- Analyzed workflows across departments and implemented improvements
- Processed financial paperwork and monitored department budgets

VFX Production Assistant
Warner Bros.
Burbank, CA | 2023

- Tracked and updated VFX shot progress, metadata, and versions for "Mickey 17"
- Managed transfer of digital assets ensuring version control and timely delivery
- Organized reviews and prepared materials in collaboration with vendors
- Automated repetitive tasks and streamlined workflow processes

Community Build Assistant
Stride Casting
Los Angeles, CA | 2019

- First point of contact in LA for UK-based background casting company on Netflix's "Mank"
- Organized and maintained database for registering thousands of SAG-AFTRA actors
- Created web content and digital marketing materials to establish company presence
- Built partnerships with local industry organizations to enhance brand credibility

Extras Casting Associate
Netflix
Pittsburgh, PA | 2016 – 2018

- Cast and coordinated logistics for thousands of period-accurate extras on "Mindhunter"
- Built and maintained comprehensive regional talent database for efficient casting
- Collaborated with multiple departments to align with aesthetics and consistency
- Organized community outreach events to expand and diversify local talent pool

Production Artist
Redmoon Theater
Chicago, IL | 2014

- Constructed immersive environments through set building, rigging, and prop fabrication
- Engineered technical solutions to execute designs within budget and time constraints
- Adapted and restored existing furniture and decorations to fit production aesthetic
- Managed inventory and sourced materials to support production requirements

Post Production Assistant
Workshop Creative
West Hollywood, CA | 2012 – 2013

- Supported trailer editors with technical tasks for motion picture advertising campaigns
- Prepared dialogue strings and continuity scripts to assist trailer storytelling process
- Organized and managed digital media assets to streamline trailer editing workflow
- Assembled film scenes from dailies to facilitate editorial selections

Puppet & Prop Maker
Theater
New York, NY | 2011 to 2012

- Crafted puppets, props, and stage elements for Broadway and Off-Broadway productions
- Applied diverse fabrication techniques to construct a wide range of theatrical pieces
- Executed production concepts and ideas into functional, three-dimensional builds
- Built puppet mechanisms for fluid movement and actor manipulation

Programming Assistant
Chicago Filmmakers
Chicago, IL | 2011

- Programmed film screenings and educational classes at non-profit arts center
- Developed publicity strategies and fostered partnerships to boost event attendance
- Created marketing materials, including copywriting and designing promotional assets
- Catalogued and distributed prints from 16mm film library

Education

Columbia College Chicago

Bachelor of Arts – Film & Video | 2010
Cinematography // Film Studies

Pasadena City College

Certificates – Computer Information Systems | 2022
Cybersecurity // System and Network Administration

Skills

Software

Office // Filemaker Pro // ShotGrid // Avid // Adobe CC // Resolve // Git

Code & Networks

Python // Java // Javascript // SQL // VPN // FTP // IPsec // OSPF

Operating Systems

macOS // Windows // Linux – CentOS // Ubuntu Server // Kali

Digital Asset Management

Codecs // XML // EDL // CDL // LUT // EXR // OBJ // STL