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Trevor Williams

Based in Pasadena, California

Experience

Production & Post Production
Film & TV
2014 – Present

- Implemented data management systems to prioritize collaboration and consistency
- Evaluated cross-departmental workflows, implementing targeted improvements
- Managed financial paperwork processing and monitored departmental budgets
- Developed key production documents for project guidelines and training

VFX Production Assistant
Warner Bros. ("Mickey 17")
Burbank, CA | 2023

- Coordinated digital asset transfers and maintained version control system
- Maintained accurate tracking of VFX shot progress, metadata, and versions
- Organized and prepared required materials for VFX reviews with vendors
- Identified and automated repetitive tasks to improve overall workflow

Community Build Assistant
Stride Casting ("Mank")
Los Angeles, CA | 2019

- Brought in as first LA-based employee for UK-based background casting company
- Registered and maintained a new database of thousands of SAG-AFTRA actors
- Forged partnerships with industry groups to establish company credibility
- Developed digital marketing materials to build local brand presence

Extras Casting Associate
Netflix ("Mindhunter")
Pittsburgh, PA | 2016 – 2018

- Cast thousands of period-accurate extras, coordinating all associated logistics
- Established and managed a comprehensive database of regional background actors
- Organized community outreach events to build and diversify local talent pool
- Liaised with multiple departments to ensure alignment with aesthetic vision

Production Artist
Redmoon Theater
Chicago, IL | 2014

- Built immersive environments through carpentry, rigging, and prop fabrication
- Engineered technical solutions to execute designs within budget on time
- Restored existing furniture and decorations to fit production aesthetic
- Managed inventory and sourced materials to support build requirements

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

- Provided technical support to trailer editors for motion picture ad campaigns
- Assembled scenes, dialogue strings, and continuity scripts to aid editorial
- Managed digital media assets, organizing files to optimize editing workflows
- Finalized trailer metadata for studios and delivered finished files via FTP

Puppet & Prop Maker
Broadway & Off-Broadway
New York, NY | 2011 to 2012

- Fabricated custom puppets, props & set pieces for Broadway/Off-Broadway shows
- Engineered intricate mechanisms ensuring fluid movement and manipulation
- Employed diverse techniques in the construction of theatrical pieces
- Translated design concepts into functional, three-dimensional builds

Programming Assistant
Chicago Filmmakers
Chicago, IL | 2011

- Curated and scheduled film screenings and classes for a non-profit arts center
- Produced copywriting and promotional posters in preparation for screenings
- Developed publicity framework and built partnerships to boost attendance
- Managed a 16mm film library, including print cataloging and distribution

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
Operating Systems	macOS, Windows, Linux, Shell, SSH, Vim, BASIC
Digital Assets	XML, EDL, CDL, LUT, EXR, OBJ, STL
Programming	Python, Java, JavaScript, SQL
Networking	VPN, FTP, IPsec, OSPF