

CAITLIN CAREY

CREATIVE
ALL-ROUNDER

HELLO

I am an experienced associate producer and digital media all-rounder, seeking a full-time or contract position within a team of creatives in the Arts and Entertainment industry as a Content Creator, Copywriter, Graphic Designer, Video Editor, or similar role.

EDUCATION

BERKLEE ONLINE
STUDYING SONGWRITING

SWINBURNE UNIVERSITY
BACHELOR DEGREE IN MULTIMEDIA & DESIGN

RMIT UNIVERSITY
CERTIFICATE IV SMALL BUSINESS

AUSTRALIA WIDE
FIRST AID CERTIFICATE

WORKING WITH CHILDREN CHECK
FULL POLICE CHECK

PERSONALITY TYPE = ESFP

Just about any career that focuses on working with others is a good fit. Entertainer personalities are warm and fun-loving with a contagious enthusiasm for life. They are natural event planners, sales representatives and tour guides. They have a playful sense of humour. They are skilled at solving urgent problems and trouble shooting.

CONTACT

Phone: (+61) 0468 872 328

Email: cc@justsaycc.com

Website: justsaycc.com

Portfolio: risingfront.com/cc

EXPERIENCE (AUS)

RISING FRONT
DIGITAL MEDIA MANAGER
JANUARY 2020 - CURRENT

> Working in partnership with the Creative Director to produce and create content for small businesses, universities and government agencies including animated infographics, graphic design, video and audio production, photography retouching and website development.

PLAYMAKER MEDIA
EXECUTIVE ASSISTANT / OFFICE MANAGER
JUNE 2019 - DECEMBER 2019

> Working directly with company executives and managing directors.
> Managing the office, organising travel, coordinating meetings, scheduling conference calls, juggling world timezones, calendar appointments for TV production schedule.
> Administrative project management support, graphic design of in-house marketing materials, sales documents and pitch decks, digital file handling, research, preparing and filing award applications and grant funding support.
> Video editing talent show reels, voice over recording for editors for extra required VO parts.

LITTLE MISS EVERYTHING
PERSONAL ASSISTANT / DIGITAL MEDIA
JANUARY 2017 - DECEMBER 2018

> Freelance and contract roles with small businesses and clients, incl. logo design, video creation and marketing, website development, small business consulting for social media marketing / SEO campaigns
> General assistant and right hand to business owner; Jane Karacsay of "Pass-the-Parcel" (Kid's face painting, mobile disco, birthday parties and events, children's entertainer).

THE PRINT & COPY HUB
BUSINESS DEVELOPMENT
DECEMBER 2015 - DECEMBER 2016

> Following up outstanding accounts
> Responding to and actively seeking out new clients who needed business cards, web design, marketing brochures, university accounts, etc.

YORK STREET RECORDING STUDIOS

DIGITAL MEDIA MANAGER

JULY 2014 - SEPTEMBER 2015

> Working directly under Jake Kogakis for multiple entrepreneurial projects- developing sales decks and pitch materials for investors and new partners for a variety of projects.

> Video editing, web and logo design, voice over and project management of animated explainer videos, digital design and creation for marketing for events.

EXPERIENCE (USA)

UNDERTOW FILMS

PERSONAL ASSISTANT TO CEO

DECEMBER 2013 - JUNE 2014

FIRECRACKER MEDIA

CONTENT CREATOR

MAY 2013 - DECEMBER 2013

JONES SOCIAL PR

CONTENT CREATOR

FEBRUARY 2013 - APRIL 2013

HOME WIZARDS

DIGITAL MEDIA MANAGER

JANUARY 2012 - FEBRUARY 2013

YAHOO!

EXECUTIVE ASSISTANT TO CFO

FEBRUARY 2011 - OCTOBER 2011

STARDOLL

CREATIVE / GRAPHIC DESIGNER

SEPTEMBER 2009 - FEBRUARY 2011

JOB HISTORY (AUS)

SHOCK RECORDS

DIGITAL MARKETING / A&R / ARTIST

JULY 2005 - MAY 2008

CATFISH PRODUCTIONS

JUNIOR PRODUCER / OFFICE MANAGER

FEBRUARY 2003 - SEPTEMBER 2004

FREELANCERS

TV PRODUCTION COORDINATOR ASSISTANT

FEBRUARY 2002 - DECEMBER 2002

THE LOUNGE

MUSIC NIGHTCLUB DOOR GIRL

DECEMBER 2000 - JANUARY 2003

SKILLS

- Digital Content Creation
- Graphic Design
- Web and Logo / EPK development
- Video/Audio Editing (sizzle reels/tv/music videos)
- Sales Decks and Investor Pitches
- Project Management
- Events Coordinator
- Promotion/PR
- Marketing
- Recording Artist
- Singing/Rapping/Voice Over
- Copywriting/Songwriting
- Live Performance/TV Presenting/Acting

SOFTWARE

- Microsoft Office
- Adobe Creative Suite
- Final Cut Pro
- Protools
- 100% capable of learning any new software that is required.

MUSIC ACHIEVEMENTS

- #1 AIR Charts CHAMPAGNE TASTE
- #28 ARIA Charts DOUBLE DUTCH
- Beat Magazine Album of the Week ALL THE WAY!
- Songs Music Publishing GIRL SCOUT
- Songs synced on high profile TV shows and brands such as; Big Brother, The L Word, MTV, Canal Road, Hell Cats, Freefonix, The Saddle Club, Stardoll and many more.
- Written and recorded in Melbourne, Oakland, New York, Los Angeles and London.

REFERENCES

DUKE DINH

RISING FRONT (CEO)

dxotic@gmail.com

Contact number available upon request

BEN ADAMS

BETTER CALL BENNY'S (CEO)

ben@bettercallbennys.com.au

Contact number available upon request