

Caroline Niehoff

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Production assistant who is fluent with Adobe Premier, After Effects, and DaVinci Resolve. A quick learner who excels in high pressure situations and rapidly changing environments.

Authorized to work in the US for any employer

Work Experience

Production Assistant

TV9-Seekonk, MA

November 2022 to Present

- Work with Executive Director for in-studio productions and on-site shootings across Seekonk, such as meetings and town events.
- Set and lighting design for each unique show filming in studio.
- Use of Photoshop, Premiere Pro, and After Effects to create quality and professional video for show hosts and the town of Seekonk.
- Experience in BroadcastPix, Cablecast, and on-site equipment set up and breakdown.
- Responsible for scheduling programming and updating bulletins for Public and Education channels.
- Exercise creativity by making unique show intros and graphics from scratch.

Camera & Prodction/ Team Leader/ Video Highlight Producer

Fans Only Sportz Network-Warwick, RI

April 2021 to December 2023

- Executive member in team leadership for sports games. Responsible for packing, organizing, and distributing mobile production kits for multiple locations.
- Reliable time management in arriving on site and setting up all equipment in a timely manner before start of game.
- Produce live-streamed broadcasts, operating scoreboard and graphics while dictating and ensuring a smooth and professional broadcast.
- Operate camera, microphones, and other broadcasting equipment.
- Understand live-streaming and making quick adjustments for seamless broadcasts.
- Work well under pressure and utilize quick thinking skills when finding solutions to unexpected problems.
- Build highlight reels, openers, and other videos as needed using Adobe Premiere Pro and DaVinci Resolve.
- Create individualized player graphics using Adobe Photoshop and Canva.

Production Coordinator

Swansea Community Network-Swansea, MA

August 2022 to November 2022

- Involved in production and post-production processes of various events for the town of Swansea.
- Extensive knowledge of Adobe Premiere.
- Monitor and film town meetings for live-streams and cable broadcasts.
- Create, edit, and upload projects to company YouTube channel and Cablecast Tightrope.

Sales Associate

Famous Footwear-Dartmouth, MA

May 2017 to November 2022

- Showed strong leadership by helping train new employees and assisting coworkers with solutions to problems.
- Operate cash register, provide customer service, knowledge of store layout and products.
- Ensured customer satisfaction and retention by advertising benefits of the rewards program and facilitating the process of signing up.
- Kept a positive and upbeat attitude toward customers and coworkers.
- Complete tasks of cleaning and layout of merchandise.

Stage Crew

Rhode Island College-Providence, RI

September 2019 to May 2022

- Utilized good communication skills and working as a member of a team throughout the entire process of a show, from set up through strike.
- Build and break down sets with power tools (drilling, sawing, etc.)
- Set up lighting grids, securing lights to catwalk rails.
- Made quick adjustments to sets when needed and efficiently completed tasks.
- Operated light and sound boards while communicating through ClearCom.

Intern

Dartmouth Cable Television-Dartmouth, MA

February 2018 to June 2018

- Transferred equipment and footage between the high school and the studio.
- Set design for talk shows.
- Gathered B-Roll for programs.
- Produced sports games and studio programs live.
- Edited footage into packages for broadcasting.

Education

B.A. in Media Communications, Digital Media Production.

Rhode Island College - Providence, RI

September 2018 to May 2022

Skills

- Post Production
- Video Editing
- Proofreading
- Video Production
- Filming
- Adobe Premiere
- Adobe Photoshop
- Adobe Creative Suite
- Content Development
- Adobe After Effects
- Editing
- Post-production
- Graphic design
- Motion graphics
- Time management

Links

https://drive.google.com/drive/folders/1_fiH67cQ7Eb1YjnXY5dxtaRtOusafEAR