

CAITLYN CONNELLY

(908) 472 0195 ✨ caitlynconnelly@gmail.com ✨ caitlynconnelly.com

ABOUT ME

I'm an organized, proactive Production Assistant, looking for opportunities to expand into writing for animation.

EXPERIENCE

Production Assistant — The Casagrandes May 2021—Present
Nickelodeon Animation | Burbank, CA

- Distribute design handouts for artists across all stages of production
- Import asset breakdowns to FileMaker Pro
- Cover duties of Executive Assistant and Production Coordinator, including note-taking for network screenings and communicating with our vendor studio

Production Assistant Intern Jan 2020—May 2020
Sesame Street | New York, NY

- Led set tours for special guests, stakeholders, and talent
- Worked closely with Script Assistant in script distribution and revision
- Assisted Child Casting Director on-set and prepared paperwork

Digital Production Intern Sept 2019—Dec 2019
Universal Kids (NBCUniversal) | New York, NY

- Pitched and produced 9 YouTube videos, amassing over 2 million views
- Spearheaded TikTok launch and produced 12 on-trend TikTok videos
- Created TikTok Best Practices documentation for future project owners

Creative Promotions — Animation Intern Jan 2019—May 2019
Nickelodeon | New York, NY

- Produced video for SpongeBob social, which earned 600k+ views
- Assisted production on shoots, VO recordings, and launch events
- Participated in team brainstorms re: strategy and creative content
- Covered for Production Assistants as needed

EDUCATION

The College of New Jersey
School of Arts and Communication | Ewing, NJ
B.A. Interactive Multimedia, GPA 3.9

SKILLS

- ✨ Script coverage
- ✨ Asset organization
- ✨ Project management
- ✨ Video production
- ✨ Adobe Suite
- ✨ Microsoft Office
- ✨ Storyboard Pro
- ✨ Filemaker Pro