

Taylor Tremblay

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Production Portfolio

Education

Syracuse University, S.I. Newhouse School Of Public Communications
B.A. Public Relations, Finance Minor, 2014

Syracuse, NY

Work Experience

Sweet T Productions, New York, NY

November 2017 - Present

Founder / Creative Producer – Freelance

- Produce diverse multimedia content aligned with strategic communications objectives and brand guidelines for various clients, ensuring high quality and consistency throughout
- Develop and execute compelling creative briefs that achieved client goals and resonated with target audiences, utilizing strong interpersonal skills to provide clear direction and guidance
- Manage multiple production timelines concurrently, effectively coordinating approvals and resources to deliver projects on schedule and within budget constraints
- Coordinate with cross-functional team leads to ensure efficient completion of all incoming creative requests
- Streamline workflow processes and tools within the Creative department to enhance productivity and resolve issues and roadblocks promptly to maintain project momentum
- Successfully execute projects to be used across various promotional platforms including still imagery for billboards, video content for social and commercial, internal communications, and pop-up events

Shotsie Productions, Bi-Coastal – New York, NY + Los Angeles, CA

November 2017 – April 2023

Photography + Video Producer – Contract

- Prepared and managed the total overall production budget + worked individually with artists and vendors to generate appropriate estimates based on project needs
- Negotiated contracts and timelines with production partners, optimizing resource allocation and securing cost-effective solutions without compromising quality, resulting in significant cost savings
- Lead primary communication + facilitation between clients and all other departments such as talent, wardrobe, editors, props, hair, and makeup to achieve creative direction
- Maximized the utilization of resources and minimized costs to enhance productivity and reduce costs, simultaneously enhancing efficiency and output measurably
- Managed a team of professionals and oversaw location scouting, travel coordination, catering, equipment ordering, transportation, permitting, and payroll, ensuring seamless execution of all logistical aspects of production
- Prepared call sheets, shooting schedules, and production booklets and distribution of all pertinent shoot information to all crew and parties involved for on-set production
- Led innovative production strategies to gain social assets with limited budget funding to shoot and deliver on-trend content for various social platforms

First Shot Productions, Los Angeles, CA

October 2015 – November 2017

Production Coordinator – Full-Time

- Compiled lists of creative needs of team leads from all project calls
- Hired and managed all vendors for each project, collected estimates to manage budgeting and all shoot expenses, prepared and audited final billing
- Composed all call sheets, tech scout/shooting schedules, and production booklets
- Managed a team of production assistants in studios and on-location
- Implemented efficient organizational systems to streamline workflow and improve overall project management
- Collaborated with the production team to ensure timely and cost-effective completion of all projects

Smashbox Studios, Culver City, CA

October 2014 – October 2015

Studio Coordinator – Full-Time

- Implemented and maintained an organized system for studio bookings, scheduling, and front desk duties to ensure seamless coordination of photo shoots and events
- Assisted in developing internal structure + branding alongside the marketing department
- Organized 1-2 unique events per month in studios to increase engagement and create experiential events

Skills:

Programs: Gemini, Grammarly, ChatGPT, Google Drive, Microsoft Office, Canva, Adobe Premiere, InDesign, Illustrator, Acrobat, Photoshop, Final Cut Pro, Wix, Squarespace, Showbiz, Audacity, Basecamp, Serato, Ableton, Rekordbox

Professional: Creative Strategy, Production Processes, Team Leadership, Solution-Oriented, Streamlining Work-Flow, Cross-Department Communication, Team Development, Contract Negotiation, Estimating + Budget Management, Casting, Usage, Scheduling, Location Scouting, Permitting, Domestic and International Travel Arrangement, Liability, and Insurance

Interests:

Health and Wellness, Pilates, Meditation, Art, Design, Music, Hiking and Snowboarding