

Veronica Schwab

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RELEVANT EXPERIENCE

Assembly Atlanta Film Studios

Intern/Production Coordinator

Atlanta, GA

July 2025 - September 2025

- Took on multiple key roles—including lead screenwriter, production coordinator, and script supervisor—throughout an 8-week short film production
- Managed a 50-person film crew, coordinating departments and logistics to complete a two-day shoot on schedule and within scope
- Partnered with the producer to organize production budgets, secure insurance, facilitate crew and cast recruitment, and oversee production equipment logistics
- Led the writers' room and delivered an original short screenplay for the studio within two weeks
- Oversaw daily studio operations, provided administrative support, and facilitated on-site events and tours

Eyeam Cinema

Writer's Assistant

Atlanta, GA

January 2025 - May 2025

- Wrote and developed five original short film scripts for YouTube content and completed the first draft of an original feature-length screenplay
- Pitched original story concepts and contributed in-depth script coverage and feedback during writers rooms
- Collaborated with producers and marketing teams to create polished pitch decks and marketing packages
- Proofread and edited screenplays and treatments for narrative structure, tone consistency, and formatting accuracy in alignment with industry standards

Horizon Theatre Company

Production Assistant/Stage Manager

Atlanta, GA

May 2025 - June 2025

- Served as stage manager, shadowing directors and collaborating with PAs and festival staff to oversee scheduling and materials
- Provided creative and administrative support—note-taking, videography, and photography—for workshops and marketing content
- Utilized Google Suite and Microsoft Office to organize documents, prepare actor/playwright materials, and assist with event planning and catering coordination
- Supported festival production logistics, including setup, takedown, and transportation for playwrights

Atlanta City Theatre Players

Lead Playwright

Atlanta, GA

March 2025 - April 2025

- Oversaw the development of original plays and led the playwright team in collaborative writers rooms weekly
- Engaged in fundraising initiatives benefiting Georgia State University's theatre and ballet program
- Developed marketing and outreach efforts that achieved full-capacity ticket sales for all performances

EDUCATION

Georgia State University, College of the Arts

Bachelor of Arts, Major in Film and Media/Minor in Management

Atlanta, GA

Spring 2026

- Cumulative GPA: 3.97
- Honors College Student President's List [Fall 2022; Fall 2023; Fall, Spring 2024; Spring 2025]
- Dean's List [Spring 2023]

TECHNICAL SKILLS

- Proficient in Adobe Creative Suite
- Fluent in Google Suite & Microsoft Office
- Proficient in Final Draft & Fade In
- Experienced with HTML & CSS