

Veronica Austin

718-744-8257 • veronicaaustin.ta@gmail.com • [linkedin.com/in/veronicaaustin](https://www.linkedin.com/in/veronicaaustin) • www.veronicaaustin.net

CAREER OBJECTIVE

Detail-oriented professional with 5+ years of experience and a proven knowledge of cross-functional team, creative services, and broadcast media.

WORK EXPERIENCE

FREELANCE, New York, NY

Production Associate, November 2016 — Present

- Provide support to production teams in all stages of development acting as a leader and ensuring that productions run smoothly and efficiently.
- Create and manage paperwork for all stages of bidding, prep, and production.
- Works with Production Managers to assist with shipping and tracking of all equipment on each remote event.
- Work closely and collaboratively across departments to achieve client goals.
- Affiliated with well known brands such as Food Network, Genius Kitchen, NBC, Condé Nast, TLC, CBS, VICE, and more.

FREELANCE, New York, NY

Video Producer, June 2014 — Present

- Producing videos from start to finish: conceptualizing, storyboarding, writing, shooting, and editing specializing in short form shareable content.
- Research production topics using the internet, video archives, and other informational sources.
- Perform administrative duties, such as preparing operational reports, distributing rehearsal call sheets and script copies, and arranging for rehearsal quarters.
- Determine production size, content, and budget, establishing details such as production schedules and management policies.
- Perform management activities such as budgeting, scheduling, planning, and marketing.
- Obtain and distribute props, music, and studio equipment needed to complete productions.
- Clients include: CLEAR (Assistant Director), Save The Food (AD), The Mane Choice, Macy's, BRIC, Soap & Glory, Health-Ade Kombucha, and more.

BOW & ARROW FILMS, "HER SMELL", New York, NY

Junior Production Coordinator, Mar 2018 — Aug 2018

- Worked closely with and at the direction of the Production Manager.
- Managed executive calendar, scheduled meetings, and made travel arrangements.
- Assisted production manager with payroll for over 50 crew members.
- Prepared and filed paperwork, processed contracts, ordered equipment, and worked with vendors.
- Created call sheets and production schedules.

DON BUCHWALD & ASSOCIATES, New York, NY

Influencer Marketing Intern, Jan 2016 — June 2016

- Researched and created one sheets to pitch influencers to Agents and department for representation.
- Analyzed influencer's reach and demographics in order to apply marketing strategy to creative ideas and match them to campaigns across all platforms.
- Assisted lead agent in building strategic paid social media posts.
- Helped with ideation of custom creative opportunities for paid social campaigns.

EDUCATION

Brooklyn College
B.A., Major in Television & Radio (June 2014)
Minor in Marketing
GPA: 3.5

Brooklyn College
M.F.A. Television Production (June 2017)
Awards and Honors: Rose Gold Memorial Scholarship
BAFTA DreamWorks Animation Scholarship
GPA: 3.5

ADDITIONAL SKILLS

Fluent in Spanish, Adobe Creative Suite (Premiere, After Effects, Photoshop, & InDesign), Microsoft Office Suite (Word & Excel), Video Production, Photography (Film & Digital), Social Media Marketing, and Digital Strategy.