

Olivia Haas

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EDUCATION

Columbia College Chicago – Chicago, IL
Film & Television Arts BA- Screenwriting, Creative Writing
Dean's Scholarship Award, Dean's List 2025

Graduated May 2025

WORK EXPERIENCE

Personal Archives Assistant for Jamie Babbit- Los Angeles CA

02/2025 – 05/2025

Intern/Mentee

- Researched and contacted public LGBTQ+ archive organizations via email and phone to find the right place for a filmmaker's personal archive.
- Categorized, labeled and indexed physical materials such as scripts, promotional materials, production materials and personal items efficiently to facilitate archival acquisition.

SP Media Group & Atlas Comics- Los Angeles CA

02/2025 – 05/2025

Development Intern

- Read scripts and provided industry standard coverage for limited theatrical slate submissions, showing comprehension of the company's desired content and audiences.
- Reviewed dailies as received from production in Bulgaria, providing efficient script notes that compared footage to the shooting script, making note of changes made during production if needed.
- Created character decks for Atlas Comics original characters to be used as a resource during development for upcoming projects and adaptations.

Columbia College Chicago- Chicago IL

09/2022 – 05/2025

Student Communications Writer

- Consistently meets weekly deadlines creating newsletters with original and culturally relevant written content, as well as transcribed messages from supervisors while using an email building program.
- Creates engaging social media captions for pre-photographed content in collaboration with co-workers.
- Demonstrates effective communication during off-campus periods when job is remote; including discord messages, Zoom calls, and emails.

Wabasha Street Caves- St. Paul MN

Seasonal – 6/2023- 8/2023 & 6/2024- 8/2024

Event Staff and Historical Tour Guide

- Demonstrated customer service and adaptability with event groups of 80 or more under high stress situations, providing customer satisfaction while maintaining workflow.
- Memorized important information regarding tours and clientele to provide the best experience.
- Used attention to detail and listening skills to translate and adapt historical tours into French for international tourists, ensuring accuracy and efficiency.

ADDITIONAL EXPERIENCE

Classical Ballet Academy, Ballet Minnesota – St. Paul, MN

09/2011 – 04/2021

Student/Performer/Program Graduate

- Long training and rehearsal hours requiring discipline and good work ethic, as well as creative collaboration and cooperation with peers working with new choreography.
- Demonstrated ability to work under pressure with time restrictions, as well as used organizational skills to assist with proper costume changes and line-up to ensure peer dancers were on cue.
- Provided senior leadership for younger peers in classroom and performance settings.

SKILLS

Professional: Industry Standard Script Coverage and Breakdowns, Script Supervising, Screenwriting, Pitch Decks, Customer Service, Social Media

Software: Final Draft, Celtx, Adobe Premiere Pro, Adobe Illustrator, Adobe Photoshop, WIX

Languages: Fluent in English and French (DELF certified)

Interests: Corps de Ballet performer in multiple classical ballets, read over 20 books in the last year including poetry, fiction and creative non-fiction.