

Hannah Robertson

CORE SKILLS

Google Sheets/MS Excel Google Docs/MS Word Final Draft Shot Grid Adobe Creative Cloud
Written Communication Verbal Communication Organization Note taking Typing

EXPERIENCE

Adjunct Professor of Film and Screenwriting

| Georgia Gwinnett College | Aug. 2025 - Present |

- Champion success through academic monitoring and check ins, which supported one student from an 8% at midterms to passing by finals.
- Grade over 70 student submissions within 3 days to provide students with an up-to-date overview of their academic standing with clear notes on how to improve future submissions.

Head of Story

| DreamArc Animation Studios | Sept. 2022 - Present |

- Create clear story documents and FAQs with Google Drive to assist department head workload.
- Communicate production, marketing, and storytelling strategies in bi-weekly meetings with the storyboard team and department heads to increase productivity and efficiency.

K-5 Teaching Assistant

| Lakeview Academy | Jan. 2024 - Dec. 2024 |

- Prepared 100+ copies of student materials daily with the faculty printer, copier, and laminator, which saved the lead teacher 8-10 hours of work per week.
- Covered for the lead teacher in her frequent medical absence, in one case for 14 school days, to keep students to the routine and behavior expectations that the lead teacher had set.

Media Marketing Copywriter

| Force Media | Mar. 2022 - Jan. 2024 |

- Sharpened copy for the agency and its diverse clients with efficient writing strategies designed to minimize word count and maximize takeaway.
- Documented efficient client meeting notes with typing speeds of up to 60 words per minute.

EDUCATION

Master of Fine Arts in Writing for Film and Television

| Emerson College | 4.0 GPA | May 2025 |

Honors Bachelor of Arts in English

| Kennesaw State University | 4.0 GPA | Dec. 2022 |