

ABBI SANDMANN

CONTACT

abbigail.sandmann@gmail.com

www.abbisandmann.com

LinkedIn/AbbiSandmann

EDUCATION

COLUMBIA COLLEGE CHICAGO

BA Marketing, Minor Creative Advertising

Sept 2015 - May 2019

SKILLS

Microsoft Office Suite

Adobe Creative Suite

G Suite

Communication

Campaign management

Attention to Detail

Multitasking

AdsWizz

Keynote

EXPERIENCE

COORDINATOR, CREATIVE SERVICES

Focus Features (NBC Universal)

February 2022 - Present

- Coordinates the finish and delivery of all film marketing campaign assets (trailers, TV and radio spots, clips and digital/social content) and assists with managing deadlines to keep deliverables on track for on-time delivery
- QCs finished assets with the ability to review them for tech spec or creative disparities and adjust as needed per deliverable requirements
- Sends ISCI memos for A/V materials to alert media partners of TV delivery schedule
- Liaises with internal teams (Post-Production, AV Creative, Digital Creative, In-Theater Marketing, and Publicity), external agency partners, and international partners
- Raises purchase orders for vendor payment. Troubleshoots any issues with payments to vendors and assists with new vendor setup

NATIONAL ACCOUNT COORDINATOR

Katz Media Group

September 2019 - February 2022

- Acted as a liaison for communication between advertising agency clients and radio stations
- Managed client requests such as spot time reports, billing invoices, air-time discrepancies, and delivery of copy/traffic instructions
- Managed digital campaign performances through AdsWizz, internal delivery reports, and screenshot recaps on Spotify and other online listening platforms
- Reported to SVPs and Account Executives from Katz Radio Group & Katz Digital
- Assisted with new hire training
- Awarded Coordinator of The Quarter, Q3 2021