



## ACADEMIC HISTORY

### Columbia College Chicago

BA Marketing | Sept 2015 - May 2019  
Minor Creative Advertising

## HONORS AND AWARDS

The One Club Creative Boot Camp  
1st Place Winner - 2018, 2019

Kaz Media Group  
Coordinator of the Quarter - Q3 2021

## SKILLS AND INTERESTS

Adobe Creative Suite  
Microsoft Office Suite  
G-Suite  
Outlook  
Typing  
Phone Etiquette  
Email Etiquette  
Multitasking  
Photography

## CONTACT

abbigail.sandmann@gmail.com  
www.abbisandmann.com  
LinkedIn/abbisandmann

## WORK EXPERIENCE

### Coordinator, Creative Services

*Focus Features | Feb 2022 - present*

- Reports to the VP of the department and interfaces with all of Focus and UPCO (Universal Pictures Creative Operations)
- Coordinates the finish and delivery of creative marketing assets, with day-to-day project tracking and management between internal teams (Post-Production, AV Creative, Digital Creative, In-Theater Marketing, and Publicity) external agency partners, and international partners
- Assists with QC-ing and trafficking finished assets
- Creates ISCI memos for A/V materials, alerting media partners of TV delivery schedule
- Tracks feature film production turn-overs from through department and onto assigned AV creative vendors

### National Account Coordinator

*Katz Media Group | Sept 2019 - Jan 2022*

- Reports to SVPs and Account Executives from Katz Radio Group & Christal Radio
- Relays correspondence between advertising agencies and radio stations
- Responds to client requests such as spot times, copy/traffic instructions, billing invoices, air-time discrepancies, etc.
- Handles all airtime scheduling problems (revisions, cancellations, preemptions make-goods, etc.)
- Manages digital campaign performances through delivery reports and screenshot recaps