

LAURA BALTZER

SKILLS

- Tracking complex workflows and identifying and addressing upcoming needs
- Demonstrated excellence in written and oral communication with external and internal stakeholders
- Meticulous attention to detail and appreciation for the importance of accuracy
- Conversational in HTML, CSS, Photoshop, iWork, and Microsoft Office

PROFESSIONAL EXPERIENCE

Creative Coordinator

January 2017—Present

Marketing and Development Assistant

January 2016—December 2016

Fox Animation, Los Angeles, CA

- In charge of servicing all creative assets to our cross divisional Domestic and Global partners and vendors
- Manage and track project status to ensure timely delivery of both print and A/V materials from our production team at Blue Sky
- Review materials submitted to Fox Animation by our cross divisional partners to ensure quality and coordinate approvals
- Participate and take notes in Creative and Strategic Marketing meetings and following up on action items
- Liaise with Fox Media Services and Post Production to coordinate A/V requests and ensure materials are delivered with correct specifications and security protocols
- Maintain knowledge of all of the most current and up-to-date material versions
- Point of contact for all marketing departments' production questions such as screening and script needs

Coordinator

October 2015—December 2015

Executive Assistant

April 2015—October 2015

Riverstreet Productions, Los Angeles, CA

- Ensured projects stayed organized by maintaining scripts, cue sheet, and delivery forms
- Prepared material for executives in advance of meetings
- Tracked all deadlines and kept track of objectives
- Contributed copy as well as brainstormed for pitches on various projects

Marketing and Development Assistant

Chicago Children's Theater, Chicago, IL

- Maintained and updated website with donation and event information
- Assisted in planning the yearly winter fundraiser by finding a venue, reaching out to potential attendees, and designing flyers