

LAURA BALTZER

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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 partners (such as Publicity, Promotions, Digital, Mobile, Consumer Products, and Publishing) and vendors
- Track project status, approvals, and notes on Blue Sky marketing print and A/V materials including poses and custom animation
- Review materials submitted to Fox Animation by our cross divisional partners to ensure quality and facilitate 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 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
- Maintained knowledge of all deadlines and kept track of objectives
- Contributed copy as well as brainstormed for pitches on various projects

Key Production Assistant

January 2015—April 2015

Vin Di Bona Productions, Santa Monica, CA

- Managed filing, organizing, and creating affidavits, supply sheets, and various other documents
- Coordinated set production assistants

Post Production Assistant

June 2014—December 2014

CBS Television Studios, Studio City, CA

- Learned Avid Assist and Access in order to transcribe interviews and quickly find clips for directors
- Organized and kept track of tapes, clips, and purchases
- Trained new production assistants

EDUCATION

B.A. English

Wheaton College, Wheaton, IL