

SARAH FLAMM

CREATIVE MARKETING
ACCOUNT & PROJECT MANAGER

CONTACT

+1 (561) 512-4389
+33 7 61 42 11 03

sarah.h.flamm@gmail.com

Current: Paris, France

From: New York, NY

www.sarahflamm.com

SKILLS

Event Production

Copywriting

Microsoft Office

Google Suite

Adobe Photoshop and
InDesign

Airtable, Float, Instagantt

LANGUAGES

ENGLISH
Native Speaker

FRENCH
Beginner, A1

INTERNSHIPS

AKA NYC
Client Services Intern
Fall 2015

THE BROADWAY
LEAGUE
Education and Audience
Engagement Intern
Fall 2014

KEN DAVENPORT
THEATRICAL
Group Sales &
Marketing Intern
Fall 2013

PROFESSIONAL EXPERIENCE

ACCOUNT EXECUTIVE

AKQA

Paris, France | January, 2022 - Present

- Spearhead the account and project management of campaigns from inception to delivery, creating the scope of work, micro-planning, financial tracking, and scheduling of internal and external checkpoints
- Manage client communication and feedback to ensure a project's planning and internal creative workflow
- Participate actively in the assessment of strategic and creative client needs, developing a deep understanding of the client's objectives and contributing to the conceptual process
- Cultivate client relationships and build trust between key clients and the agency

PRODUCER & CREATIVE PROJECT MANAGER

Freelance: Off-Broadway and Experiential Theatrical Productions and Podcasts

New York, NY | 2016 - 2021

- Served as project manager to bring various large-scale creative productions to life, managing budgets ranging from \$500 to \$500,000
- Designed and managed digital marketing campaigns, creating content and executing social media and communications strategy
- Coordinated hiring and payment of artists, creative team, and crew, managing teams of up to 50 employees; oversaw contracts and timelines of all aspects of production from ideation to completion

EXECUTIVE ASSISTANT

Atlantic Theater Company

New York, NY | 2017 - 2020

- Managed the executive office, overseeing complex calendars and spearheading cross-departmental communications with a staff of 40
- Produced the artistic presentations at the annual fundraising gala, liaising with high-profile talent, coordinating all logistics
- Served as program manager for the Board of Directors and directed the Atlantic Internship Program, supervising 16 interns per quarter

MEMBERSHIP AND MARKETING ASSOCIATE

Theatre Communications Group (TCG)

New York, NY | 2016-2017

- Managed client relationships for over 500 member organizations nationwide, facilitating retention and recruitment activities
- Supported marketing initiatives for TCG's various membership programs, including developing content for the organization's Instagram and representing TCG at community events

EDUCATION

ESCP BUSINESS SCHOOL

MSc Marketing and Creativity

Specialization: Digital Transformation
& Entrepreneurship

2021-2022

- Company Consultancy
Project: Landor & Fitch
- Participant in the L'Oréal Big
Picture Project

NYU GALLATIN SCHOOL OF INDIVIDUALIZED STUDY

BA in Individualized Study

Concentration: Producing and
Theatre Audiences

- Albert Gallatin Scholar