

## PROFESSIONAL SUMMARY

Creative and dedicated Podcast Producer with 10+ years of experience. Skilled in problem-solving and working in a variety of podcast formats. Has worked in multiple roles, showcasing adaptability and a strong work ethic. Aiming to bring a unique and innovative approach to podcast production for a new opportunity.

## SKILLS

Podcast Production  
Podcast Development  
Production Management  
Project Management  
Pro Tools  
Adobe Audition  
Audio Editing  
Sound Design  
Writing & Editing  
Reporting  
Research  
Ad Operations

## EMPLOYMENT HISTORY

DEC, 2022 - PRESENT

### Associate Podcast Producer, American Public Media

- Part of production team for *The Slowdown*, *Don't Ask Tig*, *The One Recipe*, *Moment of Um*, under various roles and as fill-in producer
- Managed and maintained content library, ensuring all media files are organized and easily accessible for producers and editors
- Ensured smooth communication and coordination between podcast hosts, producers, and editors, facilitating efficient workflows and timely completion of podcast episodes
- Provided ongoing feedback and support to podcast hosts during recording sessions to help them improve their performance and enhance the overall quality of the podcast.
- Edited podcast episodes on Pro Tools and coordinate with Technical Directors on mixing and mastering episodes
- Wrote and edited scripts

MAR, 2020 - JUN, 2022

### Senior Production Coordinator, Podcasts, Ten Percent Happier

- Part of production team for *Ten Percent Happier*, *Childproof*, and *More Than A Feeling* with a goal to keep production processes and deadlines organized
- Implemented efficient task management systems to streamline coordination for flagship podcast and producers
- Communicated with marketing, product, and operations teams on behalf of production staff to ensure smooth podcast launches
- Conducted regular team meetings to discuss production progress, address any obstacles, and ensure all team members are aligned with project goals
- Part of the hiring committee to identify and recruit qualified producers for open production positions
- Evaluated current production processes and identified areas for improvement, such as implementing new technologies or streamlining workflows to increase efficiency
- Managed and coordinated the onboarding process for new hires, including orientation, training, and integration into the production team

APR, 2019 - MAR, 2020

### Production Coordinator, Stable Genius Productions

- Part of production team for *Note to Self* and *ZigZag* podcasts
- Coordinated with PRX ad operations teams to ensure timely delivery of podcast advertisements and promotions
- Managed the production calendar and coordinated with host and production team to ensure timely completion of podcasts
- Managed the logistics and scheduling of podcast recording sessions, including booking studio time and coordinating with podcast hosts and guests
- Improved the workflow between producers, writers, and editors
- Assisted in hiring freelance reporters and tape syncers

## EMPLOYMENT HISTORY

NOV, 2017 - JUN, 2020

### Senior Producer, She's All Fat podcast

- Lead and managed a team of producers to create podcast episodes on topics related to body positivity, health, and culture
- Identified potential sponsors and negotiated advertising deals to increase ad revenue for the podcast, bringing in over \$20,000 for season three
- Identified and booked guests for podcast episodes
- Developed and implemented strategies to increase listener engagement and grow the podcast's audience
- Analyzed listener feedback and provide recommendations for improving the podcast's content and format to increase listener engagement
- Collaborate with the host and producers to develop new podcast episode concepts and formats that resonate with the target audience and align with the podcast's mission
- Edited and mixed all episodes

## EDUCATION

AUG, 2011 - MAY, 2015

### BFA, University of North Carolina School of the Arts

Graduated with a 3.8 GPA and a concentration in Sound Design. Participated in production of several musicals and plays each year, while learning about theater arts and production.

## ACCOLADES

2023

### The Slowdown wins Best Daily Podcast at The Signal Awards

2022

### Finalist at KCRW 24-hr Radio Race

2021

### Ten Percent Happier nominated for Best Talk Show at The Webby Awards

2020

### ZigZag wins Best Host at The Webby Awards

## INTERNSHIPS

MAY, 2014 - AUG, 2015

### Sound Design Intern, Hamilton - Broadway, New York City

- Learned Broadway production as a Sound Design Intern
- Assisted with various production tasks as a production assistant
- Assist in the maintenance and organization of sound equipment, ensuring it is properly stored and readily available for use by the sound design team.
- Assist in the installation and setup of sound equipment for rehearsals

JUL, 2014 - SEP, 2014

### Sound Design Intern, The Alliance, Atlanta

- Learned Broadway production with the team from *Bull Durham*
- Assist the sound engineers by loading in all equipment
- Assist in troubleshooting and resolving technical issues with the sound equipment during tech rehearsals.