

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.