







Nakia Swinton


CONTACT

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 nakiaswinton

 NYC Metropolitan Area

SKILLS

- Writing featured on Vice, HuffPost and Medium
- Adobe Audition, Trint, Rev, Omny, Riverside, Descript
- Decks and Presentations: Canva, Keynote, Slides
- Project Management: Airtable, Notion, Slack
- Google Office Suite; Microsoft Office Suite
- Social Media (Facebook, Instagram, Snapchat, Twitter, TikTok, YouTube)

EXPERIENCE

iHeartMedia

Supervising Podcast Producer, Custom Podcasts | July 2021 - Present

- Orchestrate creative vision for podcasts and lead client meetings; manage dynamic team of freelancers
- Collaborate with sales to develop client pitches and generate innovative show concepts and host ideas
- Spearhead talent scouting; increased talent database by 72% and diversified the roster
- Research guests and topics; develop episode outlines; conduct pre interviews; direct podcast recordings
- Write and edit scripts and metadata; craft attention-grabbing trailer and promos; publish episodes
- Create and maintain production timelines to streamline operations and enable project execution
- Provide detailed feedback on episode cuts to ensure final product alignment with intended narrative
- [Amazing Wildlife](#), [The Official Game of Thrones Podcast](#) (hit #1 on Apple Podcasts and Webby Award nominated), [QuickBooks Mind The Business](#) (hit #17 on Apple Podcasts, #1 in Business on Apple)

Sufficiently Black Podcast

Podcast Host, Producer and Editor | March 2019 - December 2022

- Brainstorm and pitch episode ideas, research content for show segments, book and interview guests
- Manage ad partnerships, content calendar and production timelines; lead team meetings
- Cut audio for social posts; edit and upload all episodes; create social media posts and strategy
- Create marketing and monetization strategy to expand podcast audience and engagement

WarnerMedia (truTV, tbs, TNT)

Talent Assistant, Development & Original Programming | April 2019 - October 2020

- Managed relationships and scheduled pitch meetings with talent, managers, production companies
- Evaluated project potential; provided feedback on pitches and talent in weekly development meetings
- Identified and pitched new talent, brainstormed host and guests ideas for shows in development
- Created decks to present show ideas, talent scouting and comedy festival coverage to senior team
- Led talent travel and created schedules in Press and Marketing events (ex. Impractical Jokers Movie)
- Managed production calendar, talent database, show schedules, pitches, budgets, travel itineraries

VICE Media

Communications Assistant | May 2016 - Feb 2019

- Led press strategy for 10 digital channels to highlight VICE's talent and digital/branded content
- Researched news, trends and industry updates to create daily newsletter for CEO and executives
- Wrote and edited pitches and press releases; created newsletters and event invites
- Creator, host, producer and guest booker for Black History Month series on Vice's daily podcast
- Managed relationships with press, talent and client partnerships

EDUCATION

B.A Communication and Media Arts, Minor in Business

Montclair State University - Montclair, NJ

- **WMSC 90.3 FM** (Radio Host and Producer)
- **NBCUniversal** (Diversity & Inclusion Intern)
- **VH1** (Communications Intern)
- **BET** (Programming and Planning Intern)
- **Press Here Publicity** (Music Publicity Intern)