







Nakia Swinton


CONTACT

 nakia.swinton@gmail.com

 (908) 343 4073

 www.nakiaswinton.com

 [nakiaswinton](https://www.linkedin.com/in/nakiaswinton)

 NYC Metropolitan Area

SKILLS

- Writing featured on Vice, HuffPost and Medium
- Adobe Audition, Trint, Rev, Omny, Riverside
- 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

- Lead creative direction of podcasts and client meetings; delegate duties and manage freelancers
- Collaborate with sales in creation of client pitches; create production timelines
- Oversee scheduling, conduct pre interviews, direct recordings, research topic and story ideas
- Write and edit scripts and episode descriptions; create trailer and promos; publish episodes
- Main point of contact for client, talent, hosts; ensure all deadlines are met for a successful campaign
- Provide editor with notes on each episode cut, edit podcast transcriptions, deliver edits to clients
- Work includes: [Amazing Wildlife](#), [UA Sweat the Details \(S2\)](#), [The Official Game of Thrones Podcast](#)

Sufficiently Black

Podcast Host, Producer and Editor | March 2019 - Present

A podcast that takes a deep look into Black identity and culture ([link](#))

- 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 (2016)

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