



# Nakia Swinton

## CONTACT

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## SKILLS

- Podcast host, producer and editor of the *So-Called Oreos* Podcast
- Writing featured on Vice, HuffPost and Medium
- Google Office Suite
- Microsoft Office Suite
- Keynote, Mailchimp, Concur, Studio System
- Social Media (Facebook, Instagram, Snapchat, Twitter, TikTok, YouTube)
- Adobe Audition

## EXPERIENCE

### WarnerMedia Entertainment (truTV, tbs, TNT)

*Talent Assistant* | April 2019 - Present

- Evaluate project potential and discuss show pitches and new talent in weekly development meetings
- Create talent lists and brainstorm host and guests ideas for current shows in development
- Support team with talent relations in Press and Marketing events (ex. Impractical Jokers Movie, Upfronts)
- Assist in the development of TruTV comedy showcases and search for upcoming talent and comedy shows
- Create presentations for talent scouting notes and comedy festival coverage to present to senior team

### VICE Media

*Communications Assistant* | May 2016 - Feb 2019

- Wrote pitches, press releases and invites to journalists and producers to spotlight Vice's talent and content
- Collaborated with 10 digital production and editorial teams to develop and execute the best press strategy
- Creator, Host and Producer for Black History Month series on Vice's daily podcast
- Researched content daily to create newsletter for CEO and executives for updates on the industry and news

### VH1

*Communications Intern* | Jan.2016 - May 2016

- Collaborated with publicists on writing press releases for 3 major shows and 1 network special
- Assisted at special events by managing press lists and assisted Love & Hip Hop talent on press tours

### WMSC 90.3 FM

*Radio Host and Producer* | Sep.2012 - May 2016

- Researched news topics (pop culture and politics) and created 3 innovative segments for weekly show
- Developed relationships with artists and conducted live interviews to advance musical promotion

### Press Here Publicity

*Music & Entertainment Publicity Intern* | Sep.2015 - Dec. 2015

- Secured 10 features on musical blogs and 3 magazine interviews for an upcoming artist in 2 months
- Managed company's media contact list and increased overall contacts by 7%

### NBCUniversal

*Diversity & Inclusion Intern* | Jan.2015 - May 2015

- Directed social media efforts and increased the engagement and followers of employees online by 10%
- Partnered with 7 Employee Resource Groups for 30 diversity events and 4 company retreats

### BET

*Programming and Planning Intern* | Sep.2014 - Dec. 2014

- Created over 30 programming themes to be used for network's future schedule
- Distinguished if 10 movies sent to the network met BET's ideas and appealed to the target audience

## EDUCATION

### B.A Communication and Media Arts, Minor in Business

Montclair State University - Montclair, NJ (2016)