





Nakia Swinton

CONTACT

 nakia.swinton@gmail.com

 (908) 343 4073

 www.nakiaswinton.com

 nakiaswinton

SKILLS

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

EXPERIENCE

truTV, tbs, TNT

Talent Assistant | April 2019 - Present

- Assist team with talent in key PR and Marketing initiatives and events (ex. Comic Con, Upfronts)
- Assist in preparing TruTV comedy showcases and search for upcoming talent and comedy shows
- Attend and contribute to weekly development meetings to discuss show pitches and new talent
- Create documents to present talent scouting notes and comedy festival coverage to senior team
- Manage and update central talent data base for all on air talent and upcoming talent

VICE Media

Communications Assistant | May 2016 - Feb 2019

- Wrote pitches to journalists and producers to spotlight Vice's talent and content (ex. FB Watch shows)
- Worked alongside 10 digital production and editorial teams to develop and execute best press strategy
- Creator, Host and Producer for Black History Month series on Vice's daily podcast
- Created and distributed daily newsletter for CEO and executives for updates on industry and political 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 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)