






# 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
  - Canva, Keynote, Mailchimp, Concur, Studio System, Notion, IMDB Pro
- Social Media (Facebook, Instagram, Snapchat, Twitter, TikTok, YouTube)
  - Adobe Audition

## EXPERIENCE

### WarnerMedia (truTV, tbs, TNT)

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

- Managed relationships with talent, managers, production companies and scheduled pitch meetings
- Led talent travel and created schedules in Press and Marketing events (ex. Impractical Jokers Movie)
- Evaluated project potential and discussed show pitches and new talent in weekly development meetings
- Curated talent lists and brainstormed host and guests ideas for current shows in development
- Managed talent database, show calendar, pitch meetings, travel itineraries, gift and travel budget

### VICE Media

*Communications Assistant | May 2016 - Feb 2019*

- Managed relationships with press and client partnerships to feature branded content
- Led press strategy for 10 digital channels; wrote and edited pitches/press releases, created event invites
- Curated content to create daily newsletter for CEO and executives for updates on industry and news
- Led award and film festival submissions and managed budget (ex. Emmys, GLAAD, CINE, NYFF)

### Viacom (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

### Viacom (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)