

## Experience

### **Project Manager / Host / Executive Producer**

Bedrock Communications Incorporated, Alexandria, VA

2/10 – Present, 40 hours/week

In one and a half years, the podcast (**Dj Grandpa's Crib**) raised 1.5 million dollars for business startups on **Kickstarter**. Responsible for conception, design, interviewing, editing, and mixing. Responsible for budgets, invoicing, social media campaigns, scheduling, set up digital distribution for media events for non profits, and liaison between talent and publicity department.

### **Editor / Podcast Producer, Slate Magazine**

An Amazon.com Company, Washington, DC

1/09 – 12/15, 20 hours/week

Responsible for recording, mixing, editing, and publishing over 500 hours of audio content to the internet. Podcasts include **Hang Up and Listen** (Sports), **The Gabfest** (Politics), **DoubleX** (Women and Culture), **The Confab** (African American Politics), and **The Audio Book Club**. These podcasts reach hundreds of thousands of listeners each week.

### **Technical Director/ Operations Manager / Audio Technician**

National Public Radio, Washington, DC

4/96 – 11/08, 40 hours/week

Customer service oriented. \*Responsible for the set-up and maintenance of high audio standards for NPR's flagship programs **Morning Edition** and **All Things Considered**. Listenership of over 20 million weekly. Worked at **The White House**, the **Halls of Congress**, and **The National Press Club**.

\*Procured equipment / personnel and scheduled studio space for on-air broadcasts. \*Liaison between management and a staff of roughly 400 employees.

\*Directly responsible for booking the technical assets of network.

\*Responsible for recording and training of new production staff for network.

\*Responsible for setting technical standards and best practices for entire network.

\*Worked closely with NPR's top brands to set a high degree of technical competency between editorial and production staff.

\*Coordinated multiple projects in a 24 hour, 7 day a week news environment.

### **Managing Supervisor**

General Services Administration / Virginia Industries for the Blind, Washington, DC, 12/94 – 12/95, 40 hours/week

\*Liaison between State / Federal Government.

\*Led and supervised sales team (15-20 representatives) responsible for revenues of approximately \$4 million monthly.

\*Skilled in customer service. Experienced in training employees with and without disabilities.

\*Responsible for training, payroll processing, invoicing, productivity tracking and troubleshooting in a PC based environment.

**Computer Skills** PC systems. Microsoft Office, Outlook, ScheduALL, Adobe Audition, Skype, FTP, Feedforall, Libsyn, Dalet, Excel, Google Docs, Google Calendar, Wordpress and Blogger.

**Volunteer** **Alexandria Commission, Persons with Disabilities**  
Alexandria, Virginia  
1/09 – 1/11, 2 hours/week  
Nominated by the City of Alexandria. Two Year Term.1 of 15 member committee to study and disseminate the best ways to enable Alexandria citizens with disabilities. Responsible for citizen oversight of all issues involving ADA for the city.

**Vocational Rehabilitation Advisory Council**  
Department for the Visually Handicapped, Richmond, VA  
1/93-1/95, 4 hours/month  
Two-year appointment nominated by Governor Wilder.  
Responsible for creating budgets and reviewing scholarships. Oversight of state policies to ensure the Department for the Visually Handicapped served their constituents well.

**Education** **Hampton University**  
Hampton, Virginia  
1983-1987  
B.A., Mass Media Arts - Emphasis in Media Production and Management.  
Minor in Journalism and Business Administration.