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## Experience

Executive Producer, The Noel Casler Podcast                      Indianapolis, IN                      (February 2021 - Present)

- Write, produce, and edit show content for distribution onto multiple podcasting platforms
- Produce and edit podcast into concise clips ideal for social media distribution to more than 300,000 followers
- Serve show as on-air talent and celebrity/public figure impersonator
- Responsible for the design, layout, and functionality of video graphics/virtual backgrounds
- Design swag items (coffee cups, hats, t-shirts) to promote show branding

Creator & Administrator, JBK On Air                      Indianapolis, IN                      (August 2013 - Present)

- Write, produce, and edit podcasts for distribution onto multiple podcasting platforms
- Produce and edit video version of podcast into concise clips ideal for social media distribution
- Schedule and coordinate guest bookings for podcast episodes
- Write, edit, and publish blogs for distribution onto multiple social media outlets
- Write, produce, and edit comedic bits for distribution onto multiple social media outlets
- Voice commercials, audiobooks or other client promotional content
- Responsible for the design, layout and functionality of organization's website

Member Services Associate, Carmel Clay Parks & Recreation   Carmel, IN                      (May 2019 - May 2021)

- Greeted Monon Community Center guests and provide information on daily facility activities
- Sold daily access passes, recurring memberships, and paid activities to guests in point of sale system
- Managed and balanced a cash drawer
- Guided guests on tours to showcase Monon Community Center amenities, rules, and regulations
- Handled incoming phone calls to sell paid activities, assist callers or by transferring to the appropriate contact
- Handled incoming emails to assist guests, provide a callback or by forwarding to the appropriate contact

Staff Member, Cumulus Media                      Indianapolis, IN                      (March 2019 - July 2019)

- Wrote, produced and edited sports updates with actualities
- Produced and coordinated live sports remote broadcasts
- Served as administrative assistant to promotions department
- Distributed tickets and prizes to contest winners
- Transferred incoming phone calls to the appropriate contact
- Published content via social media for station branding
- Served as an air-personality by voice-tracking for Top 40 and variety music formats

Producer, The Kent Sterling Show - CBS Sports 1430 AM           Indianapolis, IN                      (July 2018 - February 2019)

- Operated audio control surface and monitored audio levels of sources
- Wrote, produced, and edited sports talk content for a weekday 3-hour program
- Scheduled and coordinated guest bookings
- Interacted with listeners and coordinated live contests via phone
- Served show as on-air talent in three (3) daily segments
- Wrote, produced and edited sports updates with actualities
- Produced and coordinated live remote broadcasts
- Published sports talk content onto multiple podcasting platforms
- Published content via social media and station website for show branding
- Trained station interns on daily show procedures to assist in skill development

Staff Member, Cumulus Media Indianapolis, IN (September 2017 - July 2018)

- Monitored programming clocks and playback of advertising spots for station cluster
- Produced and edited live traffic reports for air
- Produced and coordinated remote broadcasts for station cluster
- Produced and edited Westwood One syndicated programming for air
- Produced and edited local community outreach programming for air
- Produced and edited local voice-track segments for air
- Created radio imaging production elements for air

Executive Producer, The Chris Shoulders Show Indianapolis, IN (February 2018 - July 2018)

- Wrote, produced and edited comedic bits for air
- Wrote, produced and edited comedic newscasts for air
- Wrote, produced and edited voiceovers for weekly podcast
- Published content via social media for show branding
- Served as celebrity/public figure impressionist for live comedic bits
- Served as on-air talent and fill-in co-host
- Coordinated guest bookings and credentials for public events

Sideline Communication Staff Member, Indianapolis Colts Indianapolis, IN (September 2014 - July 2018)

- Served as on field liaison for media members to improve communication to/from press box at home games

Staff Member, 88.7 WICR-FM HD1/HD2/HD3 Indianapolis, IN (August 2013 - May 2017)

- Served as air personality for jazz and Top 40 music formats
- Voice-tracked shifts as air personality for jazz and Top 40 music formats
- Interacted with listeners and produced phone excerpts for air as personality
- Served as co-host, producer and lead writer for morning drive variety show
- Coordinated guest bookings for morning drive variety show
- Utilized Facebook Live to promote upcoming on-air shifts and station branding
- Served as play-by-play, color analyst and sideline reporter for live sports remote broadcasts
- Prepared spot charts with updated stats and relevant topics for live sports remote broadcasts
- Wrote scripts for organizing the execution of live sports remote broadcasts
- Setup and troubleshoot issues with remote broadcast equipment
- Recorded, produced, and edited interviews with collegiate coaches for live sports remote broadcasts
- Wrote, produced and broadcasted studio updates for live sports remote broadcasts
- Wrote, produced and broadcasted sportscasts/newscasts for air
- Produced and edited actualities for sportscasts/newscasts
- Booked, produced, and edited local jazz artist interviews for podcasting
- Published podcasts for distribution onto multiple podcasting platforms and social media outlets
- Produced live sports remote broadcasts and talk programming
- Operated audio control surfaces and monitored audio sources
- Attended promotional events locally for station branding
- Published content via social media for station branding and live sports remote broadcasts
- Constructed webpages for station branding and promotion of live sports remote broadcasts
- Served as copywriter for IASB contest submission by submitting script for judges
- Prospected and cold called potential clients to increase station revenue
- Created sales packages and wrote scripts for underwriters
- Trained prospective students on station procedures to improve skills as new staff members

Staff Member, UIndy TV5

Indianapolis, IN

(August 2015 - May 2016)

- Wrote, shot and edited sports/news packages for air, remote broadcasts, and studio productions
- Produced and edited voiceovers in sports/news packages for air and live sports remote broadcasts
- Served as play-by-play, color analyst and sideline reporter for live sports remote broadcasts
- Prepared spot charts with updated stats and relevant topics for live sports remote broadcasts
- Wrote scripts for organizing the execution of live sports remote broadcasts
- Attended promotional events for station branding as a staff member
- Published content via social media for station branding and live sports remote broadcasts
- Produced and edited instant replay footage used for playback during live sports remote broadcasts
- Operated in studio cameras for live news, sports and variety show formats
- Operated teleprompter for live news, sports and variety show formats
- Operated audio control surface for live news, sports and variety show formats
- Operated video switcher for live to tape studio productions
- Produced chyron graphics for live news and sports programming
- Built BNC and XLR cables for remote broadcasts
- Prospected and cold called potential clients to increase station revenue
- Created sales packages for prospective clients to increase station revenue

### Technical Skills

AV Suite; Op-X; WideOrbit; VoxPro; Telos; Adobe Audition; Audacity; Metro News Source; Comrex; Avid; Office Suite; Wix; Weebly

### Awards

- 2017 UIndy Outstanding Student in Electronic Media
- 2017 Indiana Association of School Broadcasters (IASB) 2<sup>nd</sup> Place Sportscast
- 2017 WICR-FM HD1/HD2/HD3 Staff Member of the Month for January & February
- 2016 Tony Coelho Media Scholarship Recipient (AAPD & NBCUniversal)
- 2014 UIndy Outstanding Freshman in Communication
- 2010 Sertoma Club of Indianapolis Service to Mankind Award
- 2008 United Cerebral Palsy Theresa Goodman Contribution Award
- 2007 Prudential Spirit of Community Award State of Indiana Recipient

### Education

University of Indianapolis, BS Communication

Indianapolis, IN

(August 2013 - May 2017)

- Emphasis in electronic media which focused on radio and television studies
- Enrolled in courses focusing on media writing, sales/marketing, technology, production, and programming
- Graduated *summa cum laude* with a cumulative 3.8 GPA

### Volunteer Work

Public Speaker/Ability Advocate, Timmy Global Health

Indianapolis, IN

(January 1999 - Present)

- Advocate on behalf of people with disabilities to schools, businesses and organizations
- Organize and execute 30-60 minute presentations focusing on ability to a variety of ages and audiences
- Advocate to increase disability accommodations at sports venues (hand rails, ideal ADA compliant spaces)
- Serve as co-founder of a pro-wrestling fundraiser performed by and benefitting people with disabilities
- Write press releases and media guides for charity pro-wrestling events
- Serve as co-host of a charity fashion show organized by and benefitting people with disabilities

## References

Scott Uecker  
General Manager - WICR-FM, Indianapolis, IN  
317-788-6133  
suecker@uindy.edu

Drew Carey  
Operations Director - The Bob & Tom Show Radio Network  
317-475-4724  
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Tom Stemlar  
Former VP/Market Manager - Cumulus Media Indianapolis  
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Katie Ayers  
Former Assistant Program Director - CBS Sports 1430 AM  
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