

Ilana Nevins

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Audio Producer and Editor

January 2018 - Present

- Edit episodes for quality to ensure compelling content that connects with listeners and high audio quality
- Develop story content and structure, draft episode scripts and voiceover for hosts
- Research and pitch story ideas that will connect with the show's target audience
- Manage pre-production process including guest research and outreach, interview scheduling and follow up
- Manage show development including premise development and asset creation

Shows include: *The Idea Maze, Sounds Like a Cult, Unthinkable, Clever, Clever Confidential, Story District Presents, Down to the Struts, News and Brews, What Happens at Work, Office Hours with Loge and Karpf*

Clients include: Siero Media, Center for Strategic and International Studies, BambooHR, Nextview Ventures, Rising Organizers, Price Brothers, 1st90

Podcast Communications Consultant

May 2021 - Present

- Manage social media platforms, newsletters and websites for shows
- Create digital content for websites, social media platforms and show newsletters around episode releases
- Craft compelling outreach language for targeted audiences around ad swaps, show guests, and cross-promo outreach

Clients include: *Climate Optimists, Clever, Siero Media, Baby Wordplay*

Communications & Marketing Manager

August 2019 - August 2020

Story District, Washington, D.C.

- Led storyteller, audience, supporter communications for increased virtual engagement and in-person participation
- Led outreach and recruitment for new storytellers; started storyteller happy hours, partner events to engage community
- Managed all public relations and media relations including outreach, press releases and interview requests
- Developed targeted email communication and social media strategy and content, increased social media followers 60%

Outreach and Recruitment Specialist

Public Health Institute, Washington, D.C.

August 2018 - April 2019

- Managed all client-facing communication with USAID on recruitment for global health internships
- Oversaw three employees, and organized staff and exhibitions for conferences in Rwanda, Netherlands, and U.S.

Communications Manager

January 2017 - September 2017

Newsroom Coordinator

April 2016 - January 2017

Global Press Journal, Washington, D.C.

- Managed all internal communication, policies, and streamlined systems between staff, editors, reporters, and freelancers
- Managed and tracked all payments to reporters, freelancers, vendors
- Developed media training and external messaging across Global Press' brands, led training for staff and reporters
- Designed standard operating and administrative procedures, pitch schedule, payment policies
- Created weekly external newsletter, managed Global Press' social media accounts, wrote daily social media posts

US Director

Survival International, San Francisco, CA

August 2014 – April 2016

- Managed US office budget of over \$250,000, including long-term budget proposals
- Directed business development, increasing foundation revenue by 150% and retention of re-grantors by 80%
- Set US campaign strategy, communicated with media and other stakeholders, and coordinated media requests
- Trained local staff, interns and volunteers on messaging, media and branding

Team Assistant

Climate Policy Initiative, San Francisco, CA

September 2013 – August 2014

- Coordinated board and organizational events and logistics including bi-annual Global Retreat for 60+ staff in Morocco
- Improved workplace culture through inclusive onboarding and engaging staff celebration
- Redesigned project management processes through staff interviews and led implementation to 60+ staff

Researcher

Food Forward (PBS Documentary Series), Oakland, CA

October 2012 – July 2013

- Completed pre-production research and pre-interviews for story leads; over 70% of interviewees selected for show
 - Organized production schedule and assisted with story development and content creation for episodes
 - Coordinated media requests; managed Facebook, Twitter, and two social media interns
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University of California, Berkeley | B.S. Environmental Policy | **Minors:** Regional & City Planning | Public Policy

Honors: Phi Beta Kappa | Alpha of California Chapter | Dean's Honors List

International Honors Program: Cities in the 21st Century

Semester-long comparative and qualitative research-based program in Brazil, South Africa, and Vietnam

Certificates

Duke University CDS Audio Documentary Intensive, GJS Hostile Environment & Emergency First Aid

Technology

Adobe Audition, Adobe Photoshop, Asana, Buffer, ClickUp, Eventbrite, Facebook Ads, Google Ads, Google Analytics, Hindenburg, Infinity, MailChimp, SalsaLabs, Salesforce, Slack, Squarespace, Trello, WordPress