

# OLIVIA MEADE

oliviamede98@gmail.com | 513-807-6108 | Cincinnati, OH  
oliviamede.net

AN ENTHUSIASTIC AND THOUGHTFUL AUDIO ENGINEER, WRITER, AND MULTIMEDIA CONNOISSEUR.

## EXPERIENCE

### ASSOCIATE PRODUCER (TEMP) BUSINESS CASUAL

Morning Brew | August 2022- Present

- Researches and writes prep documents for the Business Casual podcast to inform conversations and ensure quality episodes for thousands of monthly listeners with an average of 3 to 4 tapings a week
- Develops and pitches episode ideas and potential guests
- Edits the initial cut of the podcast for both video and audio on Descript
- Highlights social clips from each episode

### MULTIMEDIA INTERN

Morning Brew | June 2022- August 2022

- Researches guests for the *Business Casual* and *Imposters* podcasts to inform conversations and ensure quality episodes for thousands of monthly listeners
- Assists with casting for pilots and existing shows such as *Money Where Your Mouth Is* and *Brew Breakdown*
- Provides support to the multimedia team with audio, video, and writing skills

### AUDIO ENGINEER

College-Conservatory of Music Recording Production | Jan. 2019- June 2022

- Recorded, edited, and mixed tracks and minimized unwanted sounds
- Generated high-quality recordings in various facilities for performances including classical guitar recitals, musical theater, and jazz lab bands
- Collaborated with producers and performers to determine and achieve desired sound for recordings

### CONTENT WRITER

Helium SEO | May 2021 - Aug. 2021

- Applied strong writing, editing, and proofreading abilities to over 100 assignments to produce the best possible content
- Performed in-depth research into topics to write clear and accurate copy
- Authored strategic content using appropriate tone and language to meet objectives

## SKILLS

- ProTools, Ableton Live, Adobe Audition, Descript
- Photoshop, Canva, Premiere Pro, Final Cut Pro, DaVinci Resolve
- Proficient In Microsoft Office
- Copywriting, Editing, and Review
- Proficient in French
- Excellent Written and Verbal Communication Skills, Strong Collaboration and Teamwork Skills
- Track record of outstanding customer service
- Project Management

## EDUCATION

Bachelor of Arts in Media Production, University of Cincinnati.

April 2022

CCM Honors Scholarship and Cincinnati Scholarship Recipient. Certificate in Business French.

Jack and Joan Strader Radio and Audio Award Recipient.