

Haley Helenbrook

Buffalo, NY

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Audio Production

Board Operation

Copywriting

Content Creation

Customer Service

Editing

Interview Prep

Radio Production

Social Media Marketing

Topic Coordination

Degree: **BS, Advertising**, Texas State University
Minor, Popular Culture Studies

Technologies: Adobe Audition, Microsoft Office, NexGen, WideOrbit

Industries: Podcasting, Radio, Live Music, Public Relations

WORK HISTORY

Interim Audio Producer/ Editor, Buffalo Toronto Public Media **(April 2024- Present)**
Buffalo, NY

- Produce an average of 15-20 audio recordings a week for underwriting and interstitials
- Edit and package digital audio content for a variety of distribution platforms including radio broadcast, online streaming, social media channels, and apps
- Manage communication within various departments to ensure deliverables meet expectations

Receptionist & Accounting Associate, Buffalo Toronto Public Media **(May 2023- Present)**
Buffalo, NY

- Answer incoming calls in a courteous and welcoming manner; direct calls as appropriate
- Greet station visitors, follow visitor protocol, distribute packages and deliveries accordingly
- Process contracts and accounts receivable for underwriting

Podcast Producer, Blaze Media **(December 2021- Present)**
Irving, TX

- Produce a podcast with an average of 50,000 downloads per week
- Process over 30 deliverables on a weekly basis with Adobe Audition for 5+ podcasts
- Stay up-to-date with news and trends to curate unique discussions and thought-provoking questions on-air