



Nisha Fields

Producer, News and Political Talk

☎ (718) 555-6042 ✉ nisha.fields@example.com

🌐 linkedin.com/example/nishafields 📍 Brooklyn, NY 11215

STRENGTHS

- ⚡ **Breaking News Judgment**
When developing stories changed a live rundown, rebuilt timing and content calmly so hosts could stay current.
- 👥 **Guest Relationships**
Built trusted contacts across public affairs and journalism, and became a reliable resource for timely bookings.
- ♥ **Editorial Writing**
Turned complex political reporting into clear copy, interview setups, and social language that kept context intact.
- 🔗 **Cross Team Coordination**
Connected radio, television, digital, social, and public relations teams so shared appearances felt prepared rather than rushed.
- 🎙 **Live Audio Production**
A control room lesson stayed useful: accurate scripts, clean audio, and concise notes make live decisions easier.

SKILLS

Live radio production Political news
Digital journalism Guest booking
Segment production
Breaking news judgment iNews
ENCO automation Adobe Audition
Audio gathering Phone screening
Writing Copy editing Research
Social media content

LANGUAGES

English Native

SUMMARY

News and talk producer with six years of live radio and **digital journalism** experience, shaping daily programming from editorial concept through air and digital distribution. Builds complete segments through research, **guest booking**, **audio gathering**, call screening, writing, copy editing, and careful preparation for hosts and guests. Tracks **political news**, major stories, and digital trends, then adjusts rundowns quickly as developing coverage changes program priorities. Coordinates talent appearances and editorial plans across radio, television, social, programming, marketing, public relations, and commercial teams. Uses iNews, ENCO automation, and Adobe Audition in live production environments. Brings sound editorial judgment, calm communication, and thoughtful audience focus to fast moving coverage, with a record of helping teams deliver clear, timely programming.

EXPERIENCE

Producer, Live News and Political Talk

Metropolitan Talk Network 📅 July 2023 - Present 📍 New York, NY

Leads daily live news and political talk production across broadcast and digital platforms, owning rundowns, segment strategy, guest preparation, audio execution, and cross team coordination. Provides editorial direction during routine programming and breaking coverage while connecting television, social, programming, public relations, and commercial priorities.

- Shaped weekday **rundowns** around breaking political stories, guest value, audio elements, and audience needs.
- Booked officials, analysts, journalists, authors, and experts through established contacts and prepared focused interview briefs.
- Updated **iNews** scripts and coordinated ENCO elements as **breaking news** changed segment timing and editorial direction.
- Wrote introductions, interview setups, web summaries, and social posts for broadcast and digital audiences.
- Aligned **television** bookers and producers on talent timing, topics, preparation, and shared editorial opportunities.
- Coordinated social, **programming**, **public relations**, and commercial promotion around major interviews and special coverage.

Associate Producer, Live Radio

Empire City Radio 📅 October 2021 - June 2023 📍 New York, NY

Built live radio segments from initial idea through air, supporting research, booking, audio preparation, call screening, host preparation, and digital publishing. Worked closely with hosts, senior producers, engineers, and digital staff during daily programming and special coverage.

- Built **political news** segments from **research** and guest selection through copy, audio, and air preparation.
- Maintained booking relationships with analysts, reporters, advocates, authors, and public figures for changing story needs.
- Screened listener calls and gave control room notes that supported informed host decisions and smoother transitions.
- Edited interview clips and show audio in **Adobe Audition** for playback, publishing, and promotion.
- Monitored digital news sources and **social** platforms, flagging developments and refreshing research packets throughout shifts.
- Synchronized scripts, **audio**, guest status, and publishing needs during special coverage with hosts and engineers.

Digital News Producer, Politics and National News

Hudson Digital Newsroom 📅 September 2020 - September 2021 📍 New York, NY

MY CAREER



- Producer, Live News and Political Talk at Metropolitan Talk Network (3.2 Years)
- Associate Producer, Live Radio at Empire City Radio (1.7 Years)
- Digital News Producer, Politics and National News at Hudson Digital Newsroom (1 Years)

Produced daily digital coverage of politics and national news, combining reporting research, **copy editing**, social publishing, guest preparation, and audience coordination. Helped transform live interviews and breaking coverage into accurate web and social packages while protecting sourcing and editorial clarity.

- Selected timely political stories and developed concise articles and social copy for deadline driven coverage.
- Researched **developing stories** across primary reporting, interviews, and credible sources before updating verified facts.
- Copy edited headlines, summaries, updates, and social posts for clarity, sourcing, tone, and platform needs.
- Prepared guest dossiers with chronology, context, and suggested questions for livestream interview presenters.
- Packaged interviews and **breaking news** clips with video and audience teams for web and social distribution.
- Used audience observations to guide follow up coverage while keeping decisions grounded in verified news value.

PROJECTS

Election Night Audio Desk 📅 2024

Coordinated a live election coverage package with evolving rundowns, guest research, audio elements, web summaries, and social updates. Clear preparation helped presenters respond thoughtfully as results and political developments changed.

Cross Platform Interview Series 📅 2023

Developed a repeatable interview package connecting radio segments, television appearances, digital summaries, and social promotion. Shared preparation gave talent a consistent editorial foundation across platforms.

LEADERSHIP & AWARDS

- Recognized by senior producers for dependable editorial judgment during breaking political coverage.
- Selected to support prominent guest interviews requiring careful research, preparation, and live coordination.
- Trusted by newsroom colleagues for clear copy editing, call screening, and fast production decisions.

EDUCATION

Bachelor of Arts in Journalism

Stony Brook University 🎓 GPA: 0 📅 2020 📍 Stony Brook, NY

Coursework: Political reporting, broadcast writing, digital journalism, media ethics

CERTIFICATIONS

- iNews Newsroom Certification 📅 2024
- Adobe Audition Production Certification 📅 2023

TECHNICAL SKILLS

- **Newsroom Systems:** iNews, ENCO automation, newsroom rundowns
- **Audio Production:** Adobe Audition, audio gathering, clip editing
- **Broadcast Production:** Live radio, live television, control room production
- **Digital Publishing:** Website summaries, web updates, social publishing
- **Editorial Writing:** Broadcast writing, copy editing, interview setups
- **Guest Booking:** Talent booking, guest research, interview briefs
- **Call Screening:** Phone screening, listener calls, control room notes
- **Political Journalism:** Political reporting, public affairs, breaking news
- **Social Media:** Social posts, audience engagement, platform adaptation
- **Programming Coordination:** Rundown planning, segment timing, special coverage
- **Cross Platform Content:** Radio, television, digital, social distribution

- **News Research:** Primary reporting, source verification, trend monitoring

PROFESSIONAL AFFILIATIONS

- Professional member, Radio Television Digital News Association.
- Professional member, Society of Professional Journalists.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST