



CARLIGNON JONES

PRODUCER
7+ YEARS EXPERIENCE

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EDUCATION

Bachelors Degree in Journalism

The University of Texas at Austin

- **Double Minor:** Business Administration & Media and Entertainment Industries (Radio, Television, and Film)
- **Additional Programs:** Wofford Denius UTLA Program & IRTS Multicultural Career Workshop Attendee
- **University Honors:** President's List & Dean's List

Skills

- **Applications:** Adobe Audition, Descript, Premiere Pro, Microsoft Suite, and Social Media Proficiency.
- **Personal Skills:** Critical-thinking, Problem-solving, Oral and Written Communication, Time Management, and Multitasking.
- **Media Skills:** Sound Design, Hosting, Pitching Stories, Interview Prep, Booking Guest, Monitoring Recordings, Writing Scripts, Cutting and Mixing.

Achievements

- Appeared on Great Day Houston with Deborah Duncan
- Houston's Top Podcasters Panelist for Mic'd Up hosted by PodHouston and Podfest
- Producer of podcast nominated for a Peoples Choice Podcast Award
- Producer of podcast listed in the Houston Chronicle as one of the top podcast to teach you something new about Houston.
- Coordinator of City Cast Houston live taping at the Houston Rockets game in the Toyota Center.
- Interviewed former Mayor Sylvester Turner
- Houston Rodeo Coverage (2 years)

WORK EXPERIENCE

• City Cast Houston | Podcast Producer

- *Aug 2022 – Current Houston, TX (remote)*
- Produce daily podcast from start to finish for a local news outlet by assisting in story pitches, booking, pre-interview prep, cutting and mixing audio. Also filled in as the shows host.

• City Cast Houston | Interim Executive Podcast Producer

- *Feb 2024 – May 2024 Houston, TX (remote)*
- Took over managerial duties for the City Cast Houston team by overseeing daily production, coordinating our live taping event, supervising sponsored interviews, editing scripts, heading meetings, looking over the budget, and directing content.

• City Cast | Roving Podcast Producer

- *Jan 2022 – Aug 2022 Houston, Tx (remote)*
- Produced daily podcast from start to finish for a network of daily local news podcasts across the United States by assisting in story pitches, booking, pre-interview prep, cutting and mixing audio.

• Atlas Entertainment | Production Intern

- *Jan 2020 – May 2020 Los Angeles, CA*
- Assisted with the company's production by doing script coverage, shadowing executive assistants, front desk reception, scheduling meetings, submitting expense reports, distributing mail, and office organization.

• Conan O'Brien Talk Show | Production Intern

- *Jan 2020 – May 2020 Warner Brothers Studios Burbank, CA*
- Helped assure that production ran smoothly by assisting with talent management, answering phone calls, organizing the office, and interacting with all departments to make sure everything was in order for show time.

• Avesta & Trustwork | Business Development Intern

- *June 2018 – July 2018 Austin, TX*
- Assisted with business development plans, marketing, event planning, and customer acquisitions for the start-up company Trustwork and the real estate company Avesta.

• Emmis Radio | Podcast Production Intern

- *Oct 2017 – Dec 2017 Austin, Tx*
- Created podcasts and assisted with finding content for 101X's Jason and Deb Morning Show.