

CHARLOTTE PAYNE

7 Pitcairn Ave, Ho-Ho-Kus, NJ • (201) 705-8102

cpayne65@gmail.com • [LinkedIn Profile](#) • [Online Portfolio](#)

EDUCATION

University of Miami – Coral Gables, FL

August 2017 – May 2020

B.S.C in Broadcast Journalism with a Minor in Sports Administration

- **Cumulative GPA:** 3.65
- President's Scholarship Recipient, Dean's List & Provost's List Honoree, Recipient of the Rex Pompadur Award for Outstanding Service to UMTV, National Broadcasting Society Member.

EXPERIENCE

Graphics Broadcast Associate

September 2021 – Present

CBS Sports Network – New York, NY

- Research statistics that would make for interesting graphics for live and taped studio programming.
- Oversee the building and implementation of graphics from start to finish.
- Communicate directly with crew during live broadcasts.

Co-Host and Producer

Locker Room Ladies Podcast – Remote

January 2021 – Present

- Research, record, and edit the 30-60 minute podcast each week using Zencast and Adobe Premiere.
- Develop a social media marketing strategy to effectively target intended demographic on various platforms.
- Amassed over 3K total plays with an audience in more than 20 countries.

Office Production Assistant

Law & Order: SVU – New York, NY

January 2021 – September 2021

- Created and broke down scripts for sides.
- Executed daily production needs such as arranging lunches, distributing paperwork, and answering the telephone.
- Maintained craft services and kitchen areas for the cast and crew.

Anchor

UMTV SportsDesk – Coral Gables, FL

September 2018 – May 2020

- Anchored the 30-minute live broadcast that aired once a week.
- Recognized with College Television Awards in 2019 and 2020 as the country's top run student-run sports program.
- Created tightly written news stories on AP ENPS crafted from reliable sources.
- Arranged, edited, and produced packages for the show.

Executive Producer

UMTV NewsBreak – Coral Gables, FL

September 2018 – May 2019

- Produced three 90-second television and digital news segments each week.
- Created rundown in AP ENPS and edited scripts.
- Kept productions in compliance with UMTV and legal requirements.
- Edited VOs and final show on Adobe Premiere, recorded on Grass Valley K2 Server, and operated Chyron graphics system.

VOLUNTEER EXPERIENCE

Super Bowl LIV Ambassador

Miami, FL

October 2019 – February 2020

- Welcomed thousands of visitors to Miami for the Super Bowl.
- Oversaw fan experience events leading up to game day throughout the South Florida region.

Stand-in for NFL Network

Miami, FL

January 2020 – February 2020

- Represented analysts and players during live show rehearsals in preparation for the NFL Networks live broadcast of Super Bowl LIV.
- Assisted in the completion of tasks for the NFL Network's production team.

SKILLS

Personal Skills

- Communication Skills
- Engaging Storyteller
- Editing/ Proofreading
- Time Management
- Adaptability
- Organization

Technical Skills

- AP ENPS
- Chyron Graphics
- Adobe Premiere Pro
- Scenechronize
- MS Office Suite
- Social Media