

BROOKE PETERSON

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SUCCESS FACTORS

Bright audio professional with excellent communication skills who has

- The storytelling of a thespian
 - The curiosity of a science geek
 - The objectivity of a journalist
 - The gift of extreme attention to audio detail
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RADIO AND MEDIA EXPERIENCE

iHeartMedia, KFI 640 AM, Burbank, CA

Producer/Engineer/Editor, *Mating Matters Podcast* Sep. 2018 – Present

- Brainstorm episode ideas
- Schedule, record and manage guests in studio or through ISDN, tape sync or Skype
- Manage listener message line and follow-up for interviews
- Proofread, edit, fact check scripts
- Record host's VO and pickups
- Cut, assemble, process, polish, perfect audio
- Add music, clips, bites and sound effects
- Mix it all together so it sounds awesome
- Write show description and post new episodes
- General producer tasks of management and organization so no balls are dropped

Producer, *Dr. Wendy Walsh Show* Aug. 2018-Present

- Provide host with new research or articles of interest
- Book and manage guest appearances
- Pull audio
- Screen callers for regular and impromptu segments
- Post to social media
- Manage flow and pace of show
- Post audio to Spreaker and blog posts on station website

News Editor Nov. 2016-Present

- Gather, write, and edit news copy; select, edit and integrate audio for four hourly news breaks
- Edit copy filed by reporters; quality check, process, and polish included audio; load into RCS
- Adjust quickly to assist Anchors with breaking news and updates
- Strong collaboration skills necessary to work with team and other departments

“Phil Hulett and Friends” (philhulettandfriends.com), Los Angeles, CA Sep. 2014-Aug. 2017

Guest Producer and Contributing Talent for *Radio Show/Podcast*

- Utilized multiple strategies to identify and book guests who fit show brand and demographic
- Cultivated a communication system with guests emphasizing courtesy to build long-term relationships
- Created a positive experience for guests and host using careful diplomacy
- Exercised consistent ability to keep calm, stay focused, and adapt to quick changes
- As talent, improvised the essence of stories concisely in a casual style

“Sweet Life,” LancerRadio.org, Pasadena, CA Sep. 2012-Dec. 2013

Producer/Host of *Career Discovery and Personal Development Radio Show*

- Utilized multiple strategies to locate and book guests that support show mission
- Exercised large range of research, insight and curiosity when writing all copy and questions
- Applied critical listening, improvisation, and follow-up skills during live interviews
- Converted show to podcast and promoted on YouTube, SoundCloud and social media

Clear Channel Radio (KFI 640 AM) Burbank, CA

Summer 2013

Talk Show Intern, The Bill Carroll Show

- Authorized to book and coordinate high profile guests of major LA news/talk show
- Supported producer by researching topics and pulling audio as requested

Southern California Public Radio (KPCC 89.3 FM), Pasadena, CA

Jul. 2010-Jan. 2012

Audio Production/Operations Intern

Audio Production and Imaging

- Produced, recorded and conducted interviews, and edited membership testimonials
- Wrote, produced, and edited station promos and membership spots
- Maintained underwriting production spreadsheet

Operations

- Loaded programming schedule into Enco automation system using daily traffic log
- Exercised clock management skills choosing promos and bumpers to fill every second
- Mixed daily rotated promos with tags

Stage and Film Actress (AEA, SAG Eligible) New York, NY and Los Angeles, CA

1998-2009

- Collaborated with highly creative colleagues to share compelling human stories
- Professionally trained in vocal expression and improvisation

OTHER PROFESSIONAL EXPERIENCE

Legal Assistant / Office Manager

The Law Office of Frederick M. Sembler, PLLC, New York, NY

Aug. 2003-Sep. 2005

Conducted extensive legal research for trust and estate firm; drafted/revised/filed legal documents, managed discovery production, maintained client files and office calendar.

Clark, Atcheson & Reiser, New York, NY

Aug. 1999-Aug. 2002

Typed/edited/finalized office invoices and correspondence, typed/revised legal documents and filed same in courts, maintained office calendar; managed office supplies, equipment and general upkeep.

EDUCATION

Bachelor of Arts: Theater Arts, Minor in Business (media emphasis)

Presbyterian College * Clinton, South Carolina * Cum Laude * WIS-TV Promotions Internship

Certificates of Achievement in Audio Production *and* Broadcast Journalism

Pasadena City College * Pasadena, California * 4.0 GPA

AWARDS

- Honors Extraordinary, April 2013, one person chosen by TV & audio department faculty:
"...the recipient must have displayed unique and exceptional abilities or talents that are rarely manifest in the field."
- Altadena Rotary Club Scholarship for Broadcast Journalism, April 2013

VOLUNTEER WORK

- "Talk About Parenting with Shirlee Smith" Arroyo Channel 32
YouTube Project Manager 2015
Guest Coordinator 2009-2010
- Learning Ally (Formerly Recording for the Blind and Dyslexic) Jun. 2010-Aug. 2011
Reader, Engineer, Quality Control

SOFTWARE AND HARDWARE

Adobe Audition 1.5/CS6, ProTools 8.0 DAW; RCS News; Enco and Wide Orbit Automation; Word, Excel, Outlook, and Power Point software; PC and Mac OS; VistaMax recording hub and router.