

# KAYLIE SIROVY

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## EXPERIENCE

MAY 2023 – PRESENT DAY

### PODCAST PRODUCER, THE MINNESOTA DAILY

- Develop audio podcast topics and episode ideas.
- Record and edit audio for clarity and flow, and add music, sound effects, and intros/outros.
- Ensure content meets standards by proofreading script and descriptions.
- Manage a small team of reporters.
- Develop segments for video podcasts.

OCTOBER 2023 – JANUARY 2025

### WRITING INTERN, MASTER OF HEALTHCARE ADMINISTRATION, MARKETING COMMUNICATION

- Interview potential subjects for stories and features.
- Copyedit newsletters, articles and other such items.
- Work within the small team of marketing communications.
- Write stories to promote the MHA program and highlight its students and faculty.

SEPTEMBER 2021 – MAY 2023

### TICKET TAKER, UNIVERSITY OF MINNESOTA ATHLETICS DEPARTMENT

- Individually assisting customers as they enter events such as collecting and scanning tickets.
- Facilitating cooperation with event staff, security personnel and ticket office staff.

MAY 2022 – AUGUST 2022

### PART-TIME GUIDE, THE NORTH FACE

- Communicating with customers to help them find specific products throughout the store.
- Scanning products and handling cash exchanges.
- Creating a positive environment for customers, other professionals and myself.

## EDUCATION

HIGH SCHOOL DIPLOMA, MONTICELLO HIGH SCHOOL, JUNE 2021

UNIVERSITY OF MINNESOTA, ANTICIPATED GRADUATION: SPRING 2025

PURSING BACHELOR OF CULTURAL STUDIES AND COMPARATIVE LITERATURE, AND JOURNALISM

MINOR IN SUSTAINABILITY STUDIES

## SKILLS

- Design pages with InDesign
- Create and edit audio files with Adobe Audition
- Create video segments with Premiere Pro
- Edit photos with Photoshop
- Edit audio files with Descript