

**CHRISTINA ARCHER**  
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## EDUCATION

### Emory University

*Bachelor of Arts in Media Studies*

**Atlanta, GA**

May 2017

### Roswell High School

*High School Diploma*

**Roswell, Georgia**

May 2013

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## EXPERIENCE

### The Commercial Break, LLC

*Podcast Producer & Editor*

**Atlanta, Georgia**

November 2022 – Present

- Produced, mixed, and edited over 420 episodes, including producing and editing over 35 guest interviews, ensuring high-quality audio and content for a top 15 comedy podcast. Produced both live in-studio and remotely. Consistently scripted, recorded, and edited engaging show liners and advertisements, utilizing sound effects and music, developed unique titles and show notes, and maintained detailed records. Managed podcast production, distribution, ad integration, and content delivery.

### To All The Rom Coms We've Loved Before

*Podcast Co-Host, Producer, & Editor*

**Atlanta, Georgia**

November 2018 – Present

- Researched, produced, edited, and hosted podcast episodes on 120+ different romantic comedies. Created engaging art for each episode. Cultivated an audience & corresponded with listeners through social channels.

### MediaTina

*Podcast Producer & Editor*

**Atlanta, Georgia**

November 2021 – January 2023

- Produced, edited, and released podcasts for varying clients. Maintained positive and communicative relationships with individual clients, and managed multiple projects with differing timelines and client expectations.

### Recreational Equipment, Incorporated

*Shipping & Receiving Specialist*

**Alpharetta, Georgia**

August 2021 – November 2023

- Maintained warehouse and logistics, including inventory movements, (blocked, negatives etc.), scanned and unloaded trucks, and evaluated and priced damaged inventory.

### Pryor Fine Art

*Executive Assistant & Social Media Manager*

**Atlanta, Georgia**

June 2017 – November 2018

- Created, organized, and scheduled content across all social media platforms; traveled to artists' studios and created videos of their work; created and maintained reports and spreadsheets for business analytics; organized and maintained art studio.

### Actor

*Non-union*

**Atlanta, Georgia**

January 2020 – January 2023

- Acted in various productions across Atlanta including film, television, and web series.
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## ADDITIONAL SKILLS

- Adobe Creative Cloud, Megaphone, Libsyn, Audacity, Rodecaster, ProTools, Airtable, Monday, Asana, studio set-up, guest coordination, interview research and prep, Microsoft Office Suite, Prezi, CeltX, Final Draft, iMovie, WordPress, Wix, Weebly, SquareSpace, acting and voiceover, social media, conversational spanish.