

# Nick Frewin

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Coordinator with 4+ years of multi-site operations and staff management experience. Managed 50+ staff in media operations, coordinated programming across 4 academic branches, and raised \$28k in one week. Open to relocation anywhere in the USA.

## WORK EXPERIENCE

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### Chungdahm Institute

September 2024 - Present

*Head Instructor and Program Coordinator*

*Seoul, SK*

- Oversaw daily operations serving 250+ students
- Coordinated staff scheduling, training, and cross-department communication via Slack and KakaoTalk
- Monitored performance data and tracked student outcomes using MERPS, Excel, and Google Sheets

### The Life Puro Podcast

May 2023 - September 2024

*Podcast Coordinator*

*Baton Rouge, LA*

- Oversaw content planning, script review, and quality control using Trello to track episode progress from script to publishing, managing deadlines for 4+ episodes per month
- Tracked audience engagement metrics via Libsyn and YouTube Studio
- Coordinated with contractors through Slack and utilizing Google Drive to ensure deadlines and standards were met

### 91.1 KLSU

August 2021 - December 2023

*Station Manager*

*Baton Rouge, LA*

- Directed administrative operations for 50+ members using RCS Zetta for broadcast scheduling and Google Sheets for payroll and scheduling
- Ensured that content adhered to FCC guidelines and strategic alignment with KLSU policies and goals
- Led annual student radio fundraising campaign that collected \$28,000 in one week

### Southfin Southern Poke

January 2020 - January 2022

*Manager*

*Baton Rouge, LA*

- Managed daily operations including inventory management, staff scheduling, and shift coordination
- Coordinated communications with vendors and verified shipment accuracy upon receipt

### The Reveille

May 2021 - August 2021

*Digital News Editor*

*Baton Rouge, LA*

- Edited and managed publication workflow through Blox (CMS), ensuring deadlines were met
- Crafted SEO strategies and oversaw production of all digital content, including social media posts, weekly Mailchimp newsletters and push alerts through Blox
- Led a team of 8 reporters, assigning articles and providing feedback

## EDUCATION

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### Louisiana State University

December, 2023

*Bachelors of Arts, Major in Mass Communication, Minor in English*

*Baton Rouge, LA*

## SKILLS

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Excel, Google Sheets, MERPS, Trello, Slack, KakaoTalk, Libsyn, YouTube Studio, Blox (CMS), WordPress, Mailchimp, RCS Zetta, Google Workspace, Vendor Portals, Adobe Suite, Zoom, Canva, Google Drive

