

KIMBERLY REDMOND

Media & Entertainment Coordinator | Live Events • Broadcast • Production • Music Sync

PROFESSIONAL SUMMARY

Media & Entertainment professional with 10+ years of experience across live events, broadcast operations, music programming, and production support. Proven success coordinating talent, managing schedules and logistics, and improving audience engagement through strategic planning and collaboration. Passionate about storytelling, music supervision, and creating seamless production workflows in fast-paced environments.

EMPLOYMENT HISTORY

PRODUCTION RUNNER

2024 - Present

Live Nation Entertainment

- ◆ Support production teams during live events to ensure seamless backstage operations and on-time execution
- ◆ Coordinate equipment and artist logistics to reduce setup delays and improve show efficiency
- ◆ Act as a communication bridge between venue teams, artists, and crew to maintain smooth workflows
- ◆ Provide on-site support in high-pressure environments while maintaining a positive, solutions-focused mindset

TALENT BOOKER

2024 - Feb 2025

Live Nation Entertainment

Chicago, IL

- ◆ Streamlined the talent booking process, improving scheduling efficiency and event planning timelines
- ◆ Analyzed audience trends to diversify talent lineup and expand show appeal
- ◆ Drove increased ticket sales through data-informed programming and targeted booking strategies
- ◆ Built strong artist and management relationships while ensuring contract and event readiness

NETWORK PROMOTIONS LOG EDITOR

Aug 2022 - Sep 2024

Weigel Broadcasting

Chicago, IL

- ◆ Managed promo scheduling in WideOrbit to ensure accurate on-air delivery across multiple networks
- ◆ Collaborated with programming, creative, and operations teams to prevent conflicts and maintain broadcast quality
- ◆ Implemented scheduling improvements that increased on-time promo delivery by 30%
- ◆ Used audience engagement data to refine placement strategy and improve viewer retention

TRAFFIC PRODUCER

Apr 2019 - Aug 2022

iHeart Media

Chicago, IL

- ◆ Created and optimized daily traffic reports for broadcast across major Chicago radio stations
- ◆ Improved schedule efficiency and team communication in a high-volume media environment
- ◆ Supported on-air programming and coordination across multiple departments

PRODUCTION ASSISTANT

Aug 2021 - Dec 2021

Power Book IV

Chicago, IL

- ◆ Supported multiple production departments to ensure on-schedule filming and smooth daily operations
- ◆ Coordinated schedules, call sheets, and on-set logistics
- ◆ Assisted with music placement research aligned with audience trends
- ◆ Strengthened communication flow between production teams to keep projects on track

PRODUCTION ASSISTANT

Apr 2021 - Aug 2021

Duplass Brothers Productions

Lockport, IL

- ◆ Supported multiple production departments to ensure on-schedule filming and smooth daily operations
- ◆ Coordinated schedules, call sheets, and on-set logistics
- ◆ Assisted with music placement research aligned with audience trends
- ◆ Monitored equipment usage and inventory, implementing tracking systems that improved resource management and minimized costs

OFFICE CLERK
MGM

Jan 2019 - Dec 2019
Chicago, IL

- ◆ Maintained comprehensive office transaction records to enable accurate monthly reporting and review
- ◆ Implemented a digital filing system that reduced physical storage and improved document retrieval speed
- ◆ Standardized document naming and indexing to decrease search time and support faster decision-making
- ◆ Prepared concise transaction summaries to assist managers in evaluating operational trends and priorities

CO-FOUNDER
K Brand University

Jan 2014 - Jan 2019
Chicago, IL

- ◆ Established podcast production process that reduced episode turnaround time and improved consistency
- ◆ Managed guest scheduling and coordination, increasing high-profile guest participation and show credibility
- ◆ Produced original podcast content that achieved measurable audience growth and stronger brand recognition
- ◆ Collaborated with prominent talent to raise program quality and drive notable listener engagement

PRODUCER
Crawford Broadcasting

Jan 2014 - Jan 2016
Hammond, IN

- ◆ Produced social media-adapted audio clips boosting online listenership with measurable engagement gains
- ◆ Analyzed listener feedback to refine show segments and increase audience retention
- ◆ Coordinated recording schedules and edited content to meet broadcast deadlines consistently
- ◆ Implemented targeted promotion strategies to expand listener demographics and drive measurable growth

EDUCATION

CERTIFICATE IN RADIO AND TELEVISION BROADCASTING
Illinois Media School

Jan 2011 - Dec 2011
Lombard, IL

COURSEWORK TOWARD B.A. IN MASS COMMUNICATIONS
Triton College

May 2009 - Jan 2011
River Grove, IL

SKILLS

Marketing, Music Production, Visual Storytelling, Live Music Integration, Creative Collaboration, Audio Editing, Teamwork, Adaptability, Project Management, Event Coordination, Problem Solving, Strategic Planning, Communication, Talent Coordination, Scheduling Efficiency.

ADDITIONAL INFORMATION

PODCAST

When I First Heard with Kim A.

- Strategic planning: Created social media strategies that tripled social media following
- Concept development: Conceptualizing and performing pre-to post-production for podcast segments
- Designing: Creating graphics in Canva and Adobe Premiere

FILM/TV SYNC MENTEE (2025)

She is The Music

Mentored by Rachel Levy, EVP of Music at Universal Pictures. Gained hands-on experience in music supervision, song selection for film/TV placements, and navigating sync licensing and clearance processes.

BLACK MUSIC ACTION COALITION (2024)

Live Accelerator Program

BMAC and Live Nation presented the BMAC Live Accelerator Program, a 1-week intensive course that provided education on various aspects of the live music industry taught by industry leaders and professionals.