

# KYLEE C. ROBERTS

Creative Project Manager,  
Producer & Director

## Contact

### Phone

917-523-9534

### Email

kyleeroberts917@gmail.com

### Website

kyleeroberts.com

### LinkedIn

/kyleeroberts

## Education

Roy H. Parks School of Communication  
Ithaca College

2015 - 2019

Bachelor of Science

### Areas of Study

Communications Management & Design  
Sociology

### Awards

MLK Now Award for Community Service

Chavez/Lorde Social Justice Award

Peggy R. Williams Award for Academic  
and Community Leadership

## Expertise

- Project management
- Leadership
- Adobe InDesign
- Adobe Premiere
- Adobe Photoshop
- Adobe Audition
- Microsoft Suite
- Google Drive Softwares
- Hootsuite and Later

## Experience

### February 2024 - Present

*Moon Room*

#### Director of Production

- Promoted to this position, continuing previous responsibilities
- Lead and facilitate all production meetings
- Gather monthly analytics to report individual platform performances
- Serve as point of contact for Jessamyn Stanley partnerships and press relations
- Work with the Director of Content to keep equipment inventory lists managed
- Create quarterly overviews to show upcoming productions and campaigns

### May 2022 - February 2024

*Moon Room*

#### Producer & Media Coordinator

- Managed the external media calendar of Moon Room's sub-brands: The Underbelly app and Jessamyn Stanley
- Creatively collaborated with co-producers to continue creating relevant curious, authentic, approachable and expansive content
- Assisted the Director of Production to ensure all projects – from ideation to execution – are tracked and on time
- Worked closely with potential collaborators to build content

### March 2021 - May 2022

*Dear Jessamyn Podcast @ Jessamyn Stanley Inc.*

#### Producer & Editor

- Directed co-hosts virtually, during weekly recording
- Delivered rough cuts and final drafts of episodes
- Edited video version of the podcast for the Jessamyn Stanley YouTube channel
- Provided transcripts for each episode to publish
- Uploaded episodes, transcripts and show notes to podcast feeds and dearjessamyn.com

### September 2020 - June 2022

*Big Egg Series*

#### Producer

- Facilitated and organized pre-production meetings
- Strategized social media and newsletter outreach
- Booked and scheduled locations for filming
- Ensured the cast & crew had all the information necessary for set, including updated COVID-19 protocol

### June 2019 - March 2021

*The Lower Eastside Girls Club*

#### Communications & Development Associate

- Developed and executed compelling content for Instagram, Facebook, Twitter, LinkedIn, reaching over 30K+ followers total
- Created digital graphics, photographing and recording programming and events, along with sorting through archival documentation and sharing relevant press clippings for social media channels
- Designed and wrote the bi-weekly newsletter for 13K+ subscribers
- Organized and coordinated volunteer fundraising event committees
- Supported the administrative function of the Development department through donor relations and event coordination