

Hannah Griffiths

Junior Podcast Producer



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Media Production graduate from Cardiff University with strong audio production and editorial planning skills. Produced and edited a student podcast that reached **22,000 downloads** across 2 seasons. Completed a placement at BBC Radio Wales contributing to **3 weekly programmes**. Confident with recording equipment, DAW editing, and guest coordination for both studio and remote sessions.

Experience

Jun 2025 – Nov 2025

Production Placement Assistant, BBC Radio Wales, Cardiff

Supported production teams on 3 weekly radio programmes during a 6 month placement at BBC Wales.

- Researched and pre-interviewed **50+ potential guests**, booking **35 confirmed appearances** across the 3 shows
- Edited **40 audio packages** in Adobe Audition, including interviews, vox pops, and location recordings
- Managed the show's social media clips, creating **25 audiograms** that averaged **3,400 plays** on Twitter/X
- Operated studio equipment for **18 live broadcasts**, handling sound levels, guest mics, and caller feeds

Oct 2023 – May 2025

Customer Service Advisor, Admiral Insurance, Cardiff

Part-time phone-based customer service role during university studies.

- Handled an average of **45 calls per shift**, maintaining a customer satisfaction score of **92%**
- Promoted to senior advisor after **8 months**, taking on escalated complaints and training new starters

Education

Sep 2022 – Jul 2025

BA (Hons) Media and Communications in Media and Communications, Cardiff University, Cardiff

Graduated with Upper Second Class Honours (2:1, **65% average**). Dissertation on the rise of independent podcasting in the UK, graded **70%**.

- Relevant modules: Audio Production, Digital Journalism, Media Industries, Audience Research, Broadcast Techniques
- Selected for the **BBC Cymru Wales Student Placement Scheme** from a pool of **200+ applicants**

Skills

Podcast Production, Audio Editing (Adobe Audition), Sound Recording, Guest Research & Booking, Editorial Planning, Hindenburg Journalist, Audacity, Social Media Content, Audiogram Creation, Live Studio Operation, Interview Technique, Project Management

Certifications

Jan 2025 – Jan 2025

Adobe Audition Professional Certificate, Adobe

Languages

English - Native, Welsh - Basic (A2)

Projects

Jan 2024 – Jun 2025

The Student Mic (Podcast)

Created, produced, and hosted a podcast exploring student life and career anxiety in the UK.

- Produced **32 episodes** across 2 seasons, accumulating **22,000 total downloads**
- Interviewed **28 guests** including graduates, career advisors, and local business owners
- Reached **number 14** on Apple Podcasts UK Education chart during a peak episode release

References

Rhys Thomas, Producer, BBC Radio Wales, rhys.thomas@bbc.co.uk, +44 7700 900 519

Extra Curricular Activity

Sep 2023 – Jun 2025

Audio Producer - Cardiff Student Media

Produced audio content for the university's student radio station, Xpress Radio.

- Produced **2 weekly shows** across 2 academic years, totalling **80+ broadcast hours**
- Trained **6 new presenters** on studio equipment, recording software, and live broadcasting protocols