**Chhavi Mehra**

206-476-5562  
[chhavimehra29@outlook.com](mailto:chhavimehra29@outlook.com); <https://chhavimehra.wixsite.com/chhavimehra>

**EDUCATION**

**Journalism** Jun 2018 - Mar 2020

Seattle University, Seattle

* Graduated Summa Cum Laude with a GPA of 4.0 on a 4.0 scale
* 1 out of 10 students to be part of the Alfie Scholars Program
* Published a paper in the Seattle University Undergraduate Research Journal (SUURJ) Vol. III

Related Coursework: *Multimedia reporting, media systems, Black women & social justice, reporting for social change, ethical reasoning, multimedia entrepreneurship, research seminar in communication, investigative journalism*

**Communication and Media Studies** Apr 2015 - Jun 2017

South Seattle College, Seattle

* 1 out of 2 student representatives on the All-Washington Academic Team
* Recipient of the Outstanding Student Achievement Award
* Honor Roll, President’s List

Related Coursework: *English composition I/II, multicultural communication, international relations, public speaking*

**SKILLS**

* 5+ years of professional writing and editing experience in for-profit and non-profit sectors
* Excellent interpersonal communication skills, research, and analytical skills
* Proficiency in Microsoft Office, WordPress, and Zoom

**WORK EXPERIENCE**

**A Cup of Culture Podcast Founder/Host** April 2022 - Present

Canada • Vancouver

* Record weekly interviews of women entrepreneurs, artists, photographers, and podcasters.
* Featured speakers include Twitch Partner and Esports Host, [Lisa Malambri](https://open.spotify.com/episode/6Rdn2Pe19AKZ8wdVWE363Y?si=534693718a59496d), Global DEI Advocate at Prime Video & Amazon Studios, [Sage Ke’alohilani Quiamno](https://open.spotify.com/episode/0ZuhiycUeQope5Iuhxb48e?si=33613a7f8a9547d6), and KUOW Battle Tactics For Your Sexist Workplace (BTSW) Podcaster, [Eula Scott Bynoe](https://open.spotify.com/episode/2dFGxGYPyAzf5UswHg2HP7?si=599ae7b81856436c).
* Created an Instagram community of 60+ followers and garnered 120+ downloads from 10 different countries.

**Podcast Producer** Feb 2022 - Present

Mamba • Singapore

* Leverage 5+ years of content editing expertise to produce high-quality, well-edited podcasts
* Draft and send 15-20 emails on a weekly basis to secure show guests
* Interview field experts and edit 2-3 audio transcripts for various podcasts, such as [AdPushup](https://www.adpushup.com/), [Rocketium](https://open.spotify.com/show/12TuyAUWkhSsuIv2JzOa2G), [HealthifyMe](https://open.spotify.com/show/4i5jVQ3491hauTqUkzqMcN), [Pixis](https://open.spotify.com/show/4Cb8umnGsBNPisFBRpLLQz), and [Gupshup](https://open.spotify.com/show/0XhncYNaSgqLTo7FS9QNpE), and work hand-in-hand with the audio engineer on sound design and mixing in post-production

**Digital Media and Engagement Intern** Apr 2021 - Jun 2021

The Genesis Project • Seattle

* Created engaging and informative content bi-weekly to drive brand awareness.
* Raised over $1,000 in less than a week to support hundreds of sex trafficking survivors in the Greater Seattle Area.
* Developed monthly newsletters using MailChimp that reached over 1,500 subscribers and contacted ~75 local businesses each week to reach a wide range of potential and current donors.

**Production Intern** Jul 2020 - Jul 2021

Atomic Infotech • Seattle

* Coordinated and executed a team event of 50+ people, managed Food and Beverage, budget outlines, and event invites and RSVPs.
* Drafted a comprehensive editorial calendar and launched and managed the U.S. Air Force Esports Twitter account exceeding 100,000 impressions in the first three months.
* Produced detailed evaluations on performance, technical delivery, and audience engagement for Prime Potluck and Fight Night, as part of a contract engagement with Twitch.

**Editorial Intern** Jul 2020 - October 2020

The Borgen Project • Seattle

* Optimized content of 125+ articles with SEO-friendly headlines and other audience-oriented strategies to drive traffic and online visibility.
* Achieved 200% of the fundraising target in support of poverty-reduction bills.
* Created bi-weekly social media posts to raise awareness about the organization.

**Communications Coordinator** Jun 2018 - Mar 2020

Alfie Scholars Program, Seattle University • Seattle

* Launched and managed the program’s social media outreach, publishing multiple articles per week.
* Edited and streamlined the program web presence.
* Composed press releases to amplify the organization’s mission and values.

**VOLUNTEER WORK**

**Project First-Gen Podcast Co-Host/Producer** Jan 2020 - Mar 2020

Seattle University • Seattle

* Developed weekly podcasts and recorded in-person and phone interviews of 12 first-gen students, faculty, and professionals.
* Wrote and edited audio descriptions in a concise and effective manner.
* Utilized targeted social media to gain nearly 80 new followers, 500 downloads, and listeners from 10 different countries.

**News Reporter** Oct 2018 - Jun 2019

KXSU 102.1FM, Seattle University • Seattle

* Researched and delivered summaries of top five news stories on air averaging ~400,000 listeners per day.
* Created bi-weekly podcasts using voice-over, soundbites, and sound effects for on-air production.

**Editorial Intern** Dec 2017 - Feb 2018

Paradigm Communications Group, Publisher for Alaska Airlines Magazine • Seattle

* Researched and produced story concepts on a wide variety of subjects meeting editors’ and readers’ needs.
* Conducted in-depth interviews and wrote 10 articles for The Mix and The Region section.
* Developed event calendars for special sections and volunteered as a fact-checker for three months beyond the three-month internship due to scarcity of fact-checkers.

**AWARDS AND HONOURS**

**John Talevich Award** 2020

The Communication Department’s Talevich Award is named in honor of Dr. John Talevich, long-time distinguished professor of journalism. This award is presented to the graduating students with the highest GPA in their major.

**The Distinguished Graduating Student Award** 2020

Presented to up to five people and recognizes graduating students whose outstanding contributions have spanned their time at Seattle University. Their commitment to service, involvement, and academic excellence within the campus community exemplifies their ability to transform future communities and their willingness to work for a better and just world.

**NJC-PNW Guild Conference Scholarship** 2019

Awarded up to $1,000 in costs to attend an approved journalism conference.