

# Erika Wheless

erika.wheless@journalism.cuny.edu • 205 835 1850 • Brooklyn, NY

## Education

- Craig Newmark Graduate School of Journalism at CUNY** (New York, NY) Expected May 2020  
MA in Journalism, Concentration in Business and Economics
- Barnard College, Columbia University** (New York, NY) May 2015  
BA Political Economics, Concentration in Behavioral Economics
- London School of Economics and Political Science** (London, England) Summer 2014

## Experience

- Product Specialist | AppNexus, a Xandr Company** (New York, NY) June 2018 – Aug 2019  
*AT&T AdCo acquired AppNexus, the world's largest independent marketplace for digital advertising*
- Managed client cases, which included analyzing data, isolating and diagnosing problems, and resolving issues where possible, including during on-call coverage for largest clients
  - Authored, edited, and contributed to our internal and external online wikis of known issues and solutions, best strategies, and processes
  - Coordinated with Product and Engineering teams to identify, report, and resolve product issues
- Intern | WNYC, Midday on WNYC** (New York, NY) Oct 2017 – Feb 2018
- Reviewed and catalogued nonfiction books for possible show segments
  - Provided background research for several on-air segments, including the life of an anti-Nazi commando, [“The Untold Stories of a WWII Resistance Fighter”](#)
  - Actively pitched segment ideas using books, articles, and current events and wrote questions for host
  - Screened phone calls for live call-in segments
- Operations / Project Manager | 605** (New York, NY) Jan 2016 – Oct 2017  
*605 acquired Analytics Media Group, an audience measurement and analytics start-up for TV marketing and programming*
- Helped Product and Engineering teams using project management software to scope and plan new features for clients
  - Partnered with Engineering and IT teams to research and write IT policies including mobile phone policies, hardware inventory, and IT off-boarding procedures
  - Coordinated with Client Solutions team to consolidate and transition all contracts to new databases
  - Acted as liaison for the Human Resources department by conducting new hire orientation and ensuring new hires are successfully acclimated to the company and all onboarding paperwork is accurate and complete
- Operations Associate | Analytics Media Group** (New York, NY) Jan 2016 – Nov 2017
- Reported directly to the Chief Operating Officer, served as a key member of team that who helped guide and execute AMG's acquisition by 605. Served as point of contact for the due diligence process, HR functions, and financials of a start-up
  - Reviewed client, vendor, and consulting contracts to ensure accuracy
  - Researched and helped implement professional employer organization (PEO) for company benefits, payroll, and other HR matters
  - Trusted with leading the coordination of the quarterly board meeting; scheduled with board members, gathering pertinent materials, and transcribing notes
  - Managed the onboarding process for new hires, including IT set up, ensuring an excellent experience from offer letter to first day

## Skills

- Languages: Fluent in French
- Coding: HTML, CSS, Ruby, and JavaScript
- Software: Adobe Premiere, Pro Tools
- Hardware: Canon C100, Marantz 661