

Nabeel Chollampat

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Work Experience

SUNY ESF & Syracuse University

Director, Writing Resource Center; Visiting Lecturer; Graduate Instructor

August 2023 - present

- Operate on-campus Writing Resource Center, manage roster of tutors and schedules
- Develop syllabus, lesson plans, and all class materials for composition and creative writing classes
- In-class instruction, grading, student support, and teacher of record

Freelance

January 2022 - present

Content writer & Podcast Producer

- Write, edit, review copy for marketing/social materials for startups and thought leaders
- Produce, transcribe, edit, clean up audio recordings for client podcasts
- Manage publishing schedules, promotional materials, and final file preparation for clients

Spotify

October 2018 – January 2022

Executive Assistant

March 2020 – January 2022

- Manage, coordinate, and prepare schedules and materials for Gimlet's two top executives: Managing Director and Executive Editorial Director
- Manage, produce, and prepare staff meetings for Gimlet; coordinate materials for various cross-functional teams across Spotify
- Assist with research materials for new podcast pitches with Head of New Show Development

Operations Analyst

October 2018 - March 2020

- Manage ad operations across entire Gimlet inventory of 40+ podcasts, including trafficking, pacing, revenue retention, optimization, ad delivery, and process management in Megaphone
 - Manage financial and download data of all ad revenue, work with Spotify revenue accounting on monthly billing reconciliation and revenue forecasting of upwards of \$20 million of yearly revenue
 - Manage process with Gimlet sales planning, creative production team, and sales marketing to ensure path from campaign sale to revenue collection is efficient and systematized
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Education

Syracuse University

2022 - 2025

Masters in Fine Arts: Creative Writing, Fiction

Awards: Creative Writing Fellowship (\$19,000), 2022-23; Shirley Jackson Prize for Outstanding Story (\$575), 2024

University of Michigan, Ann Arbor

2014 - 2018

Double Major: Mathematical Sciences (Operations Research and Modeling) & English Literature

Awards: Hopwood Award for Undergraduate Nonfiction (\$3000), 2018

Skills

- Writing, copywriting, editing, audio editing, research, project management, mathematics, finance
 - Technical Skills: Descript, ProTools, Adobe Suite, R, SQL, Canva
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Other Work and Volunteer Experience

Peer Mentor, Write Out Syracuse

January 2023 - Current

- Develop creative writing lesson plans and work with afterschool programming for Syracuse students