

MIKHAIL TANK

Walnut Creek, CA • (925) 609-7572 • mikhailtank@gmail.com

OBJECTIVE: Accomplished and awarded creative, and social media professional with in-depth experience in working with world renowned organizations, experts across numerous fields, and social and cultural influencers.

PROFESSIONAL EXPERIENCE: **iHEART Radio / KPFK / Spotify**, Los Angeles, CA 2014 - Present

Podcast, Radio, and Creative

- Vet potential guests from global sources, arrange international timed conversations, and record interviews.
- Collaborate with top media distribution channels.

Selected Achievements:

- Secured and interviewed key guests, including: robotics experts Dr. David Hanson and Dr. David Levy; psychology experts, Dr. David M. Burns and Jane McAdam #Freud; dignitaries and royalty, Archduke Géza von Habsburg of Austria and Tatiana Fabergé; and diverse cultural influencers, including Professor Daniel C. Matt, Laurie Cabot, etc.
- Invited to present at the Goethe Nobel-Prize winning university and at the Art and Psyche Jungian Conference.

NASA Social, Berkeley, CA 2018

Verified Social Media Consultant

- Invited by NASA to utilize verified social media platforms.
- Granted restricted access to UC Berkeley's mission control center and satellite, to gather firsthand data.

NBC Universal, Universal City, CA 2005 - 2013

Newsletter Creator, and Executive Assistant, VP of Media Works

- Served as the chief editor for the CIO newsletter; provided content guidance and direction.
- Interviewed executives and officers. Collaborated with senior leadership and counsel to identify current news.
- Provided executive assistance to the Vice President of Media Works; completed administrative tasks.

Selected Achievements:

- Oversaw supplier relationship management (SRM); negotiated contacts which saved \$100,000+ annually.

AAA, Burbank, CA 2003 - 2004

Dispatch, and Customer Service

- Received and dispatched inbound calls at the Emergency Call Center.
- Attended and participated in team building meetings and conferences.

ADDITIONAL: **TEFL Teaching Certificate** 2021

Shipt Verified Shopper 2021

CAS Systems, Inc, Sales Lead / Business Development Officer 2001 - 2002

Oakland Film Office, Executive Assistant Internship 2001

WCTV, Community Television Internship 1999 - 2001

EDUCATIONAL BACKGROUND: **University of California**, Davis, CA 2001

B.A., Dramatic Arts

AWARDS: **Ovation Award in Quality and Excellence:** NBCUniversal

Arts Commendations Award: Los Angeles Mayor's Office

Arts Proclamation Award: City of West Hollywood

Entrepreneur Award: SCORE (score.org)

#1 in Sales Award: CAS Systems Inc.

Correspondence with Her Majesty, The Queen, and a Guinness World Record in Music: (UK)

SKILLS: **Languages:** English (Fluent), Russian (Fluent)

Technical: PC & Mac OS, Microsoft Office Suite, HTML, Google, Verified Social Media Platforms