

MJW

MELISSA J. WELLS

CONTACT

- ✉ melijwells99@gmail.com
- ☎ (951) 283-1867
- 🌐 melissajwells.com
- 🐦 @melissajowells

SKILLS

- Final Cut Pro & Adobe Premiere, Adobe Audition
- AP Style & Copy Editing
- Microsoft Office, Google Suite, Slack, Discord
- LinkedIn, Twitter, Instagram, Snapchat, YouTube, TikTok

LANGUAGES

- English ● ● ● ● ●
- Spanish ● ● ● ● ●

VOLUNTEER WORK

CLINTON GLOBAL INITIATIVE PRESS TEAM MEMBER FALL 2017

- Selected to direct public relations for the event.

BOYS & GIRLS CLUB OF REDLANDS-RIVERSIDE OCT. 2022 – PRESENT

- Transferred information to, helped design and continually update their new website

RECOGNITION

NORTHEASTERN ACHIEVEMENT AWARD FALL 2017 – SUMMER 2022

EXPERIENCE

GRAPHITE GROWTH INC.

DIGITAL CONTENT WRITER

📍 REMOTE

JAN. 2023 – PRESENT

- Create impactful, objective-oriented content for our clients and brands
- Research, brainstorm and pitch creative and compelling article topics
- Fact-check, proofread and edit content for accuracy and comprehensiveness
- Identify opportunities and plan improvements to existing content and internal processes

NBC & MSNBC NEWS SPECIALS

INTERNSHIP

📍 NEW YORK, NY

JULY 2019 – DEC. 2019

- Assisted with Special Reports and researched upcoming topics
- Aided production needs in the control room during Special Reports
- Searched, logged and archived Special Reports
- Maintained and updated Smartsheets of still photos for important figures
- Updated and sent out the Weekend Note each Friday with pertinent information for TODAY, Nightly News, Meet the Press, Standards, Legal, Public Relations and Rights & Clearances
- Contacted political campaigns for material needed for editorial use
- Supported the Specials team with logistical needs and oversaw runners for the MSNBC Democratic debate in Atlanta, GA

THE HUNTINGTON NEWS

OPINIONS EDITOR

📍 BOSTON, MA

JULY 2019 – APRIL 2020

- Edited Opinions section, including letters to the editor, op-eds and columns
- Produced a weekly column for print and online publication

NEWS CORRESPONDENT

MARCH 2018 – FEB. 2019

- Produced various articles for the Lifestyle and Campus sections

THE AVENUE MAGAZINE

CONTRIBUTING WRITER

📍 BOSTON, MA

JAN. 2018 – APRIL 2020

- Composed articles for The Avenue's *Outsider*, *Intimacy* and *Flux* print issues, primarily exploring the intersections of culture and race in beauty, relationships and activism
- Created articles for their blog addressing the evolution of the Women's Marches and the role of environment in the history of toxic masculinity

WOOF LIFESTYLE MAGAZINE

CONTRIBUTING WRITER

📍 BOSTON, MA

JAN. 2020 – MARCH 2022

- Lifestyle writer working in a fast-paced environment on a deadline
- Use narrative and long-form journalism as a medium to tell nuanced stories

EDUCATION

NORTHEASTERN UNIVERSITY BACHELOR OF ARTS IN JOURNALISM MINORS: CRIMINAL JUSTICE & MEDIA PRODUCTION

📍 BOSTON, MA
GPA: 3.45
AUG. 2022