

MELISSA MORALES

Brooklyn, NY 11219 • (347)645-3744 • Melissam7280@gmail.com • www.linkedin.com/in/melissamoraless728

SKILLS

Possess knowledge in Microsoft Office, Google Suite, Adobe Premiere Pro, Canva, CapCut, Celtx and Final Draft software.

STUDENT FILM EXPERIENCE

"Get Back", Assistant Director, Producer	Dir. Alejandro Buritica, January 2024
"From Sheep to Wolves", Art Director	Dir. Brahimi Calderon, November 2023
"Prom Night", Art Director	Dir. Armyda Escobar, October 2023
"Righteous", Script Supervisor	Dir. Freddy Peña, June 2023
"How About Now", Production Designer	Dir. Chaya Gurkov, May 2023
"Dear Little Black Boy", Producer	Dir. Shoshanna Soleyn, April 2023
"Contigo Siempre", Assistant Director	Dir. Diana Garcia-Martinez, April 2023
"Afternoon Shift", Production Designer, Script Supervisor	Dir. Tim Savin, March 2023
"The Murder at Baker House", Set Dresser	Dir. Celeste Ortega, January 2023
"Bigger" Thesis Film, Writer, Director, Producer, Production Designer, Editor	Dir. Melissa Morales, January 2023
"Jane/Janice", Script Supervisor	Dir. Jana Planas, October 2022
"Alligator Birthday", Production Assistant	Dir. Elise Varnhem, September 2022
"When the Party's Over", Production Assistant, Script Supervisor	Dir. Marcos Suarez, August 2022
"Perfect", Writer, Director, Producer, Production Designer, Editor	Dir. Melissa Morales, July 2022
"Casanova", Assistant Director	Dir. Tyler Gurdon, June 2022
"Honeypie", Writer, Director, Producer, Production Designer, Editor, Actress	Dir. Melissa Morales, June 2022
"Linda & Luis", Writer, Director, Producer, Editor, Actress	Dir. Melissa Morales, April 2022

INTERNSHIP & EXTRACURRICULAR EXPERIENCE

FIRE Coaching LLC, Remote September 2023 – Present

Social Media Video Editor

- Edit 3-5 videos weekly in relation to financial literacy, wealth, education and investment tips.
- Generate brand strategy through research of audience engagement and social media analytics.
- Implement industry trends and video editing techniques, assisting with various aspects of video production including scripting and post-production tasks.

Seen, Remote June 2023 – July 2023

Pre-Intern

- Strategized a marketing and branding goal for an app that is currently in prelaunch.
- Developed a project pitch through constant interaction and familiarity within the app.

The Brooklyn College Student Film Society, Brooklyn, NY May 2022 – May 2023

Secretary

- Facilitated and scheduled 5+ monthly screenings, student events, and visitor workshops.
- Coordinated budget meetings with eboard members and filed paperwork for club funds.

"Stuck in the Library" Creative Magazine Club, Brooklyn, NY September 2021 – May 2023

Vice-President

- Organized agendas with president of club and led discussions with students.
- Created posters and flyers using 'Canva' app for events to increase student awareness and collaboration.

The Brooklyn College Vanguard Newspaper, Brooklyn, NY September 2021 – May 2023

Staff Writer

- Composed opinion-editorial articles each week on [current events](#), [news](#) and [entertainment](#).
- Researched information for articles and reviewed for readability, grammatical errors and factuality.

MELISSA MORALES

Brooklyn, NY 11219 • (347)645-3744 • Melissam7280@gmail.com • www.linkedin.com/in/melissamoraless728

INTERNSHIP EXPERIENCE

The Brooklyn Navy Yard, Hybrid June 2022 – July 2022

Video Production Intern

- Strategized various social media, content creation, promotion and marketing approaches for upcoming projects.
- Designed preproduction packets that implemented visions and objectives of the company.

Hollyshorts Film Festival, Remote February 2022 – July 2022

Film Festival Intern

- Reviewed and scored content through a structured process within the FilmFreeway website.
- Provided notes on submissions through production, editing, sound, cinematography and story.

Alta Global Media, Remote January 2022 – April 2022

Script Coverage Intern

- Wrote coverage for features and pilots twice a week for development analyzing story, character, and dialogue.
- Attended biweekly meetings discussing scripts and explanations for passes, considers, and recommendations.

Young Hollywood, Remote September 2021 – January 2022

Editorial Intern

- Pitched 3-5 ideas weekly ranging from [TV](#), [movies](#), fashion, [music](#) and lifestyle to Editorial Coordinator.
- Composed 2 articles weekly focusing on pop culture, talent and trends throughout the entertainment industry.
- Embedded media-based content from YouTube, Instagram, and TikTok in articles to increase engagement.

Our Boyfriend's Productions, Remote September 2021 – December 2021

Social Media and Development Intern

- Generated ideas for social media platforms through articles focusing on entertainment, lifestyle, and travel.
- Utilized 'Later' app to link articles on social media platforms and organized scheduling each week.

Administrative Assistant Intern

- Formed job postings on multiple websites including Entertainmentcareers, LinkedIn, and Facebook.
- Scheduled and conducted phone calls with interns for increased engagement and efficiency.
- Managed email account of company and answered messages on a daily basis.

EDUCATION

Brooklyn College, City University of New York Graduation date: May 2023

Bachelor of Arts in Film Production Overall GPA: 3.89

- Awards: Dean's List: Fall 2019 – Spring 2023, NYWIFT Emerging Female Filmmaker Award, May 2023