

Melissa Cremades

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EDUCATION

Bachelor of Science in Telecommunications

May 2015

University of Florida, Gainesville, FL

GPA: 3.59/4.0

Related Coursework: Advanced Writing for Electronic Media, Fundamentals of Production, TV Programming

EXPERIENCE

Public Relations Intern, *Effective Immediately PR*, New York, NY

August 2015 – November 2015

- Promoted upcoming events, shows, appearances, etc.
- Composed press releases for single, album and music video releases
- Compiled contact lists for tour press and secured coverage for artists (Jon McLaughlin)
- Engaged in artist discovery and organized meetings for further collaboration

Music Production Intern, *DeeTown Entertainment*, New York, NY

August 2015 – October 2015

- Assisted in recording vocals
- Maintained facilities
- Prepped recording booths
- Edited soundtracks for the head producer's use

Author, *College Magazine*, Gainesville, FL

March 2015 – June 2015

- Created a multitude of story ideas and researched the topics
- Authored numerous articles
- Collaborated with an editor to revise each story
- Coordinated promotion of the magazine and its articles to over 5 million college students via social media

Assistant Director of "Pressed" Webseries

August 2014 – December 2014

University of Florida's *ChomPics Productions*, Gainesville FL

- Evaluated quality of usable shots
- Supervised story continuity and vision of director throughout filming
- Oversaw script changes and facilitated actors

Production Intern, *Florida Film House*, Miami, FL

May 2014 – July 2014

- Developed storyline ideas for music videos
- Handled proposals for short productions
- Worked on audio and lighting set up for multiple projects
- Facilitated crew and actors/artists in various activities
- Teamed up with marketing team to promote the company and its content

Producer/ On-air Talent, 89.1 FM WUFT-FM Radio Reading Service & Rock104.com Radio Station Gainesville, FL

August 2013-May 2015

- Regulated on-air content of the two-hour radio show for 800 visually impaired listeners
- Administered quality programming by hosting show
- Controlled sound board and voiced on-air content

SKILLS

- Languages: English, Spanish
- Computer: Adobe Premier Pro, After Effects, Photoshop, Illustrator, Audition, Microsoft Office, Celtx, Hootsuite, WordPress
- Music: Yamaha MOX6 Workstation, Cubase LE AI Elements 6, Ableton Live 9 Lite, Pro Tools, Logic Pro, Digital Performer, Melodyne
- Production: basic studio operations, camera, audio and floor directing, and small EFP cameras