

MELISSA GREBE

7 Iris Avenue - Farmingville, NY 11738 | (631) 384-4251 | mgrebe62@gmail.com

EDUCATION

Molloy College, Rockville Centre, NY | May 2016
Bachelor of Arts: Communications | Minor: New Media
3.93 GPA | Joan Ford Communications Award Recipient
Honor Societies: Lambda Pi Eta, Delta Epsilon Sigma & Omicron Alpha Zeta

PROFESSIONAL EXPERIENCE

SOCIAL MEDIA & DIGITAL MARKETING INTERN

June 2015-August 2015

Driven Local Digital Marketing Agency | Melville, NY

- Assisted Social Media Account Analysts in maintaining accounts over multiple platforms
- Researched and developed online content for editorial calendars
- Wrote and published blog posts and articles on client's websites

MOLLOY COLLEGE MEDIA REPRESENTATIVE

April 2015-May 2016

Molloy Student Government | Rockville Centre, NY

- Public Relations Coordinator for the Molloy Student Government Organization
- Acted as lead manager on all projects and managed a team of three assistants
- Designed promotional content to share in both digital and physical spaces

STUDENT AMBASSADOR

October 2014-May 2016

Molloy College Office of Admissions | Rockville Centre, NY

- Served as the liaison to all prospective students and parents during their on-campus visits
- Gave tours, made phone calls, and held information sessions with perspective students

YEARBOOK STAFF MEMBER

September 2015-Present

Molloy Life Media Organization | Rockville Centre, NY

- Work with a team to design layouts for the Class of 2016 yearbook
- Create advertisements to promote the yearbook to the student body

SKILLS

- Basic knowledge of HTML & CSS
- Can read and understand analytics
- Understanding of Internet culture
- Social Media Platforms: Facebook, Twitter, Instagram, Pinterest, YouTube
- Able to create a variety of content (video, photo, GIFs, etc.) for all social media platforms
- Software: Microsoft Office, Google Docs, Word Press, Adobe Photoshop, Adobe Illustrator, Adobe Premiere Pro, AVID Media Composer, Final Cut X

PROJECTS

Founder of Pin.TASTE

I run a blog where I test and review Pinterest recipes.
pin-taste.tumblr.com | Instagram: @pin.taste

Producer and Director of Tim Talk

I run and maintain a YouTube channel where my little brother is the star.
bit.ly/TimTalk