

MELISSA CLANCY

Greeley, CO
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(970) 412-5555

SUMMARY

A Journalism and Technical Communication major with advanced training in writing and editing; and a passion for writing, music, the environment, news, and books. I am organized, detail-oriented, reliable, and trustworthy.

RELATED WORK EXPERIENCE

RE/MAX INFINITY, *Johnstown, CO* November 2017, March 2017
Director of Agent Services
Marketing, design, manage content for websites, social media, new listings, transaction coordinator.

FRONT RANGE PAIN MEDICINE, *Fort Collins/Loveland, CO* February 2017-November 2017
Receptionist
Answer phones, schedule appointments, process referrals, and administrative tasks.

ALLERGY AND ASTHMA CENTER OF THE ROCKIES, *Fort Collins, CO* April 2014-March 2017
Marketer/Copy Writer/Editor/Receptionist
Research and develop weekly articles and blog postings. Design content for multiple business advertisements. Answer phones, schedule appointments, administrative tasks.

F+W MEDIA, *Fort Collins, CO* December 2015-July 2016
eCommerce Marketing Specialist
Design and execute daily promotional emails for four sewing brands. Strategize and organize email statistic testing and results, as well as email marketing calendars.

INTERNSHIPS

iHEART MEDIA, *Loveland, CO* February 2013-October 2013
Digital Media Intern
Updated four social media pages, including three Facebook pages (2-6,000 likes), and one Twitter account (510 followers). Screened calls for contests. Edited and uploaded morning show segments. Engaged listeners through Facebook, Twitter, blogs, and podcasts. Worked long hours with promotions for concerts, parties, fundraisers and other events.

ROCKY MOUNTAIN COLLEGIAN, *Fort Collins, CO* August 2013-December 2013
Community Desk Editor
Managed and edited weekly blog posts from five-person team of reporters for daily publication. Wrote over 60 daily briefs, and graphic design and implementation of print and web versions of daily community briefs. Improved structural design of briefs and blog layout.

ACTIVE INTEREST MEDIA, *Boulder, CO* August 2013-October 2013
Editorial Intern - AMERICAN COWBOY MAGAZINE
Proofread, researched, and wrote articles and blogs. Developed knowledge of Country and Western lifestyles, music and movies. Engaged readers through publishing blogs about classic Country and Western movie quotes.

EDUCATION

COLORADO STATE UNIVERSITY, *Fort Collins, CO* December 2013
Bachelor of Journalism & Technical Communication. Concentration in writing, editing and digital media. Coursework in video editing, web design and reporting.
GPA 3.6

FRONT RANGE COMMUNITY COLLEGE, *Fort Collins, CO* August 2008
Associates of Arts. Concentration in Sociology and Psychology.

VOLUNTEER POSITIONS

IAN SOMERHALDER FOUNDATION, *Remote* July 2015-Present
Social Media Specialist, Research and Writer-Environment Division

SKILLS AND STRENGTHS

- **Writing & Editing:** Proofreading, editing, transcribing, AP style
- **Image, layout, web development software:** Adobe Photoshop, Premiere, Dreamweaver, InDesign, Illustrator, Acrobat X Pro, HTML, CSS; WordPress CMS (**Personal blog:** mshoup322.wordpress.com), Soundcloud & Cool Edit Pro