

Melissa Moon

Portfolio: melissamoon.co

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ABOUT ME

Disciplined and insightful creative with 5+ years of professional domestic and international experience in journalism, creative content management, editorial photography, social media, copy writing, digital marketing strategy, and copy editing. With a focus in communications, ideal employment is in media, management, marketing & advertising.

EDUCATION

EASTERN MICHIGAN UNIVERSITY Ypsilanti, MI

Bachelor of Arts in Journalism & German Language and Literature

Graduated with Departmental Honors in Journalism; 3.9 GPA; 8 semester member of the Dean's List

INSTITUT FÜR INTERNATIONALE KOMMUNIKATION Düsseldorf, Germany

International intensive German language course

EXPERIENCE

ARCHDIOCESE OF DETROIT February 2019 – Present

Creative Content & Social Media Manager and Photographer

Optimize and manage digital media and advertisements on LinkedIn, Facebook, Instagram, Twitter, YouTube, Vimeo

Write & edit copy and schedule editorial content using Socialbakers and Asana; fluent in Wordpress, Squarespace, Slack

Design graphics using Photoshop and take & edit event photos using Lightroom

EASTERN ECHO NEWSPAPER September 2015 – April 2019

Senior Photo Editor & Reporter

Photographed events for print and online publication & coordinated assignments and public relations for events within a team

VISI PRODUCTIONS September 2018 – December 2018

Photography & Videography Intern

Second shot weddings and engagement shoots & operated cameras for wedding and event videography; fluent in Adobe Premiere

INTERNATIONS GMBH, Munich May 2018 – August 2018

Editorial Intern

Wrote, edited and fact-checked copy and informational texts for print and online publications within the tourism industry

Compiled and researched data & information for publication using SEO tools; photographed events for social media

WHOLE FOODS MARKET January 2018 – May 2018

Customer Service Specialist

Provided service for and met needs and demands of customers in a timely manner

FATHER GABRIEL RICHARD HIGH SCHOOL August 2017 – November 2017

Long-term German Substitute Teacher

Planned and taught daily German lessons for freshmen through senior classes while maintaining order and facilitating cooperation

Supervised student progress and communicated with school administration to ensure best learning outcomes

SYNCHRON LASER INC. August 2017 – May 2019

Secretary

Provided exceptional customer service; organized legal documents and maintain accounts receivable & payable journal entries and invoices; categorized and labeled parts for shipping and package and ship orders in a timely and cost-efficient manner

PINE HILLS CAMP August 2013, 2014, 2015

Photographer & Videographer

Manage photography and videography aspects of camp documentation

MELANIE REYES PHOTOGRAPHY May 2013 – May 2014

Photography Intern

Assisted during photo sessions, organized client information and digital receipt entry, delivered and scheduled shipments of photos

PUBLISHED

melissamoon.co detroitcatholic.com unleashthegospel.org easternecho.com internations.org/magazine

AWARDS

Community Foundation for SE Michigan Scholarship Walter & Florence E. Aupperle Scholarship John R. Hubbard Memorial Endowed Scholarship

Florentine O. and Edbert R. Isbell Scholarship for German Eastern Michigan University Honors College Fellowship Clyde R. Ford Endowed Scholarship for German

Eastern Michigan University German Scholarship EMU Emerald Merit Based Scholarship Travel Grant for EMU Honors College

Department of World Languages: Honors Award