

Melina Nguyen

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Work Experience

Digital Content Producer

WBNS-10TV - Columbus, OH

Jan 2025 - Present

- Write and distribute original and accurate breaking news content
- Curate and schedule news content on all station platforms, including website, mobile app, social media and streaming platforms with SEO best practices
- Edit reporter stories for grammar, clarity, structure, AP style and optimize the content for digital
- Analyze and actively use data and metrics to inform editorial and strategic decisions
- Utilize CMS, photo and video-editing systems to create and manage content on social media platforms, including Instagram, X and Facebook

General News Intern

BU Today - Boston, MA

Jan 2022 - May 2024

- Covered over dozens of stories, including fact-checking and utilizing Trello
- Authored articles for "Weekender," "Neighborhood" sections about BU and Boston events
- Conceptualize additional story ideas about student life, profiles and events

Journalist

The Sweaty Penguin - Remote

June 2022 - June 2023

- Renovate WordPress website with new posts, including podcast episodes, guest bios and news articles, implementing HTML code and WordPress plug-ins
- Write bi-monthly articles for revamped News section using software such as Otter.ai
- Utilize project management software Monday to facilitate teamwork and collaboration.

Secretary

Boston University Stage Troupe - Boston, MA

May 2022 – May 2023

- Design newsletters sent to an audience of over 700 subscribers using Mailchimp
- Create graphics and banners weekly for events utilizing Adobe Illustrator and Canva
- Revise descriptions, links and forms on Squarespace

Education

Bachelor of Science in Journalism

Boston University - Boston, MA

Sept 2020 - May 2024

- Minor: Data Science
- GPA: 3.46/4.00
- Relevant Journalism Coursework: Data Journalism, Newsroom, Journalism Research
- Relevant Minor Coursework: Applied Statistics, Mathematical Statistics, Introduction to Data Science with Python
- Honors: Richard D. Cohen Scholarship recipient, Dean's List (Spring 2021)

Skills

- Microsoft Office (Word, Excel, Powerpoint)
- Website software (WordPress, Squarespace)
- Adobe Creative Cloud (Photoshop, Illustrator, InDesign, Premiere Pro, Audition)
- Data analytics (Python, R, Tableau, Datawrapper, Flourish)
- Photo and video editing software (Canva, OpusClip, Animoto)