



# MARIELLE WILLIAMS

MULTIMEDIA JOURNALIST

## CONTACT

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## EDUCATION

**BACHELOR OF ARTS IN JOURNALISM**

MINOR: FASHION MERCHANDISING

UNIVERSITY OF GEORGIA | 2014 - 2018

GPA: 3.96/4.00 | SUMMA CUM LAUDE

ZELL MILLER SCHOLARSHIP

## SOCIAL MEDIA

LINKEDIN: /IN/MARIELLEWILLIAMS

FACEBOOK: /MARIELLEWILLIAMS

INSTAGRAM: @MARIELLEWILLIAMS

## INVOLVEMENT

PHI MU FRATERNITY

STUDENT MERCHANDISING ASSOCIATION

DI GAMMA KAPPA BROADCASTING SOCIETY

## EXPERIENCE

**VIDEO PRODUCTION ASSISTANT | NEW YORK, NY**

REFINERY29 | SEPT 2018 - MARCH 2019

- Assisted video production for Refinery29 Snapchat & Instagram channels
- Pitched on-brand creative video content and co-produced episodes for Try This Challenge and Sex Ed Game Show series on Snapchat Discover
- Assisted with equipment set-up and breakdown, set decoration, call sheets, beat sheets, casting, talent wrangling, maintenance of production purchases and on-set release agreements, and acted as talent in videos
- Footage review and markup on Adobe Premiere for use by post-production team as well as subtitles and longform video transcriptions
- Logged video assets in Snapchat Discover stories, tracked IG story analytics and helped with community management for Refinery29 Instagram accounts by patrolling comments and engaging with followers
- Helped with 2019 Oscars coverage on main IG and Pinterest accounts

**PRODUCTION ASSISTANT | LOS ANGELES, CA & NEW YORK, NY**

- Assisted production of E! Red Carpet 2018 Emmy Awards Coverage
- Assisted production of MTV's Jersey Shore Digital Shoot

**REPORTER, ANCHOR, PRODUCER | ATHENS, GA**

GRADY NEWSOURCE | JAN 2018 - MAY 2018

- Rotated newsroom positions including reporter, TV anchor, TV producer, associate TV producer, sports anchor, weatherperson, digital producer, and assignments editor
- Volunteered for two years on production team as floor director, production assistant, and camera/audio/teleprompter operator

**MEDIA & MARKETING INTERN | ATHENS, GA**

DTPRODUCTIONS | SEPT 2017 - MAY 2018

- Created and edited short films, managed social media accounts, did Instagram story takeovers, assisted on set of video shoots, and researched projects for clients locally, nationally, and globally

**FREEFORM ORIGINAL PROGRAMMING AND DEVELOPMENT**

**INTERN | BURBANK, CA**

DISNEY-ABC TELEVISION GROUP | JUNE - AUG 2017

- Worked as executive assistant to Krissy Wall, Executive Director of Development and Programming
- Answered phones, scheduled meetings using Microsoft Outlook, coordinated travel arrangements, handled confidential materials, greeted guests, interacted with other executives and their assistants
- Completed various projects using Microsoft Office Suite
- Assisted with organizational duties and office logistics
- Wrote detailed and informative script coverage to assess projects for development or staffing
- Gave notes on projects in development and on scripts in Current Series

**FM MUSIC INTERN | ATLANTA, GA**

COX MEDIA GROUP | JUNE - AUG 2016

- Interned for B98.5FM Morning Show with Tad and Melissa
- Screened calls, contributed to discussions on-air, wrote teases, researched pop culture and pitched topics for on-air content, updated B98.5FM social media accounts, edited audio bits

## SKILLS

- Intermediate French (Written & Oral)
- Social Media Strategy
- Microsoft Office Suite
- Microsoft Outlook
- Proficient Video Shooter
- Set Design
- Adobe Premiere Pro
- iMovie
- Adobe Audition/Audacity
- Final Cut Pro
- Photo Shooting/Editing
- CAN
- Asana