

● Maria R. Meluso ●

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Education

Master of Arts, Professional and Technical Writing May 2021
Missouri State University, Springfield MO
Graduate Certificate in Screenwriting
GPA: 4.0/4.0

Bachelor of Arts, Professional Writing; Minor & Certificate in Screenwriting May 2019
Missouri State University, Springfield MO (Honors College)
Summa Cum Laude, with Distinction in Professional Writing
Cumulative GPA 3.96/4.0; Major GPA 4.0/4.0

Professional Experience

Author: Screen Rant, Valnet, Inc., New York, NY March 2020–Current

Freelance Writer and Editor: Self-employed, Remote Dec. 2019–Current

Graduate Assistant: Missouri State University Honors College, Springfield MO June 2019–Current

- Completed training and attained Master Advisor status

Managing Editor: LOGOS: A Journal of Undergraduate Research, Springfield MO June 2019–Current

- Copyedited and published Volume 12 of the journal
- Wrote and updated reviewer training manual
- Initiated new training protocols to improve student learning gains

Head Writer & Social Marketer: Show-Me Chefs, Springfield MO Aug. 2018–Current

- Wrote all Season 4 and Season 5 scripts
- Composed Mission Statement and created marketing materials
- Redesigned and maintained website and social media presence
- Organically achieved 2800 new followers on Facebook

Marketing Manager: Plaster Student Union, Springfield MO Aug. 2018–May 2019

- Wrote the training manual for the next manager
- Wrote and updated the training manual for Marketing Assistants

Writing Consultant: Meyer Library Bear CLAW, Springfield MO Aug. 2017–May 2019

- Redesigned Online Writing Center protocols
- Helped achieve over 300 more online consultations & set new record

Chief Editor: LOGOS: A Journal of Undergraduate Research, Springfield MO Aug. 2018–May 2019

- Led a staff of over 60 student volunteer peer reviewers
- Served as liaison between faculty reviewers, managing editor, & students

Copyediting Intern: Multiply Media, St. Louis, MO May. 2018–Aug. 2018

- Achieved enhanced readership and significant company financial gains

Marketing Assistant: Plaster Student Union, Springfield MO Aug. 2016–May 2018

- Created training materials for new hires using Adobe InDesign
- Built stronger & vaster social media followings

Staff Reporter: The Standard, Missouri State University, Springfield, MO April 2017–Oct. 2017

- Pitched story ideas during large group meetings
- Demonstrated ethical journalism skills and concise writing

Desk Worker: Hutchens House, Springfield MO Aug–2016–May 2017

- Enforced policies and ensured building security during emergencies

Scholarships, Honors, and Awards

2020 BEA Festival of Media Arts First Place in Scriptwriting Feb. 2020
College of Arts and Letters Magazine 2019 English Department Spotlight Nov. 2019

Aileen & Keith Ford Endowed Scholarship	July 2019–Current
The Honor Society of Phi Kappa Phi	March 2018–Current
Academic Honors: Summa Cum Laude	May 2019
Distinction in Professional Writing from the Honors College	May 2019
The Yogi Berra Problem Solver Award	May 2019
STAR Award Student Recognition	April 2019
St. Louis MaroonNation Public Affairs Scholarship	\$2,000, Jan. 2019
Richard Haswell Memorial Scholarship	\$1000, 2018–2019
Missouri State University College of Arts and Letters Dean's List	Aug. 2015–May 2019
Phi Eta Sigma National Honors Society	April 2016–May 2019
Robert Lee Scott Scholarship	\$1100, 2017–2018
Pepsi-Cola Public Affairs Scholarship	\$1000, 2017–2018
LOGOS Copyediting Appreciation award	Jan. 2017
LOGOS Excellence in Peer Editing award	Jan. 2017
Missouri State University Residence Life Employee Silver Bell Award	Dec. 2016
Eugene Andereck Scholarship for Creative Writing	\$500, 2016–2017
National Society of Collegiate Scholars, Missouri State University chapter	Feb. 2016
Missouri State University Scholarship (tuition)	\$5,000/year, 4 years
Missouri State University Scholarship (housing)	\$2,000/year, 2 years
Arthur J. Kennett Fund Scholarship	\$1,000, 2015–2016

Conferences and Publications

National Collegiate Honors Council National Conference, Dallas TX	Nov. 2020
“Exploring the Research Languages of Honors Undergraduate Student Journal Editors” presentation session	
Missouri State University Undergraduate Research Fair, Springfield MO	April 2019
“Blueprint, Manual, and Story: Using Principles of Technical Communication to Rewrite Screenplays” poster	
ACES 2018 Editing Conference, Providence RI	March 28–30, 2019
<i>LOGOS: A Journal of Undergraduate Research</i>	October 2018
“Iron Snowflake” memoir	
Missouri State University Undergraduate Literature Conference	April 2018
“Black Panther: Representation of African Culture in Media during Eras of Increased Civil Rights Awareness”	
Society for Technical Communication Regional Conference	April 2018
“Screenplay Format” poster	
Plaster Student Union Administration office	April 2017
“PSU Social Media Marketing Assistant Handbook”	

Certifications

CITI Human Subjects Research in Social and Behavioral Sciences	Sept. 2019–Current
Missouri State University Master Advisor	Aug. 2019–Current

Skills, Activities, and Interests

Writing, and Editing

President, Society for Technical Communication	Aug. 2020–Current
Vice President, Society for Technical Communication	Oct. 2019–May 2020
Pre-Production Team, <i>Show-Me Chefs</i> cooking show	Aug. 2018–Dec. 2019
Copyeditor, Maya Studies research journal	July 2017–Aug. 2017
Associate editor, <i>LOGOS</i> Undergraduate Research Journal	Aug. 2016–May 2018
Copyeditor, <i>LOGOS</i> Undergraduate Research Journal volume 9	Oct. 2016
Peer reviewer, <i>LOGOS</i> Undergraduate Research Journal	Oct. 2015–Aug. 2016

Professional Skills

Strong written & oral communication	APA, MLA, AMA, Chicago & AP
Technical editing	Academic publication
Document design	Web design
Customer service	Reading comprehension
Problem solving and critical thinking	Script formatting
Project management	The writing process

Team leadership
Mentoring
Research
Remote and Freelance work
Working with style guides

Tutoring
Data display design
Academic advising
Creative Writing

Technology Experience

Social Media (Twitter, Facebook, LinkedIn, Instagram)

Adobe Photoshop

Adobe InDesign

Adobe Dreamweaver

Microsoft Word

Adobe RoboHelp

Google Drive

Adobe Illustrator

Microsoft SharePoint

Microsoft Publisher

Microsoft Outlook

Trello

Microsoft Excel

Wix

Microsoft PowerPoint

Venngage

Wordpress

Canva

Final Draft

Prezi

Slack

Web Press

WebDesk

Asana

Microsoft Teams

SEO

Volunteer Experience

The Brave Butterfly, Springfield, MO

Jan. 2020–May 2020

- Worked on a team to create new website and content based on client needs.

Wallace Rae Salon, Springfield, MO

Sept. 2019–Dec. 2019

- Created employment agreement based on client needs

Humane Society of Southwest Missouri, Springfield, MO

Sept. 2017–Current

Advanced Ambulatory Surgical Care, St. Louis, MO

June 2017–June 2018

- Edited and created patient instructional documents
- Created procedural forms and internal personnel documents
- Adhered to HIPAA guidelines & patient confidentiality

The Kitchen, Inc., Springfield, MO

Aug. 2016–Dec. 2016

- Developed and adhered to editing agreement
- Edited Housing Procedures manual section for a client

Incarnate Word Academy Theater Department, St. Louis, MO

Jan. 2016–May 2016

- Worked on a client-based manual to train student actors in auditioning
- Created marketing materials to show prospective students

Gay and Lesbian Community Center of the Ozarks

Aug. 2015

- Catalogued new lending library online