

# MELANIE GULBAS

New York, NY

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## EDUCATION

### Binghamton University, State University of New York

BA Psychology & BA English Literature  
and Rhetoric

Graduated May 2020

- GPA: 3.93 | *Summa Cum Laude*
- Dean's List: 7/7 semesters
- Anthony Kornheiser Newspaper Scholarship Recipient

### Stony Brook University, State University of New York

Fall 2016

- GPA: 3.94 | Dean's List: Fall 2016

## SKILLS

### Production Software:

- Adobe Audition, Illustrator, Lightroom, Photoshop & Premiere Pro
- Audacity
- AVID Media Composer
- ClearView
- Fade In
- Final Draft
- iNews
- Lynx RTOS
- One Clear
- PacPost
- SmartPO

### CMS & Equipment:

- Agorapulse
- Asana
- Box
- Canon XF-300/305
- Canva
- Cision PR
- Google Suite
- Meltwater
- Microsoft Office Suite
- Wix & WordPress SEO

### Professional Skills:

- AP Style
- Broadcast & Print Journalism
- Creative Writing & Editorial Writing
- Editing
- Publicity & Marketing
- Screenwriting
- Social Media
- Storytelling
- Studio & Field Production
- Talent Management
- Videography

## RELEVANT EXPERIENCE

### CBS Studios, *Blue Bloods* | New York, NY

*Post Production Coordinator; Former Post Assistant*  
July 2021 – Present

- Support directors, editors, and producers throughout the production of 59 episodes of a scripted, procedural crime show
- Assist editorial team and talent during ADR sessions, episode screenings, edit sessions, mix reviews, and titling
- Coordinate scheduling for showrunner and producer screenings, internal meetings, VFX reviews, and ADR sessions
- Create and distribute weekly schedules and credits documents
- Pull promo clips and playback per episode; review dailies footage
- Handle cost reports; track POs and invoices; organize deliverables

### Newsday, Long Island & NYC News Source | Melville, NY

*Freelance Features Writer, Reporter*  
May 2018 – Present

- Pitch, write, and edit feature articles for Newsday
- Create multimedia projects for Entertainment and Lifestyle feature sections, including writing front-page stories
- Coordinate and conduct interviews with community members

### First Look Media, Topic Streaming Service | New York, NY

*Marketing and Social Media Community Manager (Temp.)*  
May 2021 – July 2021

- Collaborated with publicity and marketing teams to promote films, series, and campaigns to amplify press coverage
- Pitched and created social media content for streaming service

### Dawning Digital, AriZona Beverages | Woodbury, NY

*Content Marketer, Social Media Manager, Writer, Editor*  
January 2021 – July 2021

- Managed AriZona's Instagram account with over 300k followers
- Wrote blogs, created content, and copy edited materials
- Executed campaigns, including an Adidas launch, resulting in a 71% increase in Instagram engagement and a 1.05M reach on Facebook

### "Probability" - Short Film | Syosset, NY

*Script Supervisor, Production Assistant*  
November 2020

- Maintained film continuity, including wardrobe, props, and lines
- Relied on by director to handle slating and production tasks

### WBNG-TV, 12 News | Binghamton, NY

*On-Air Reporter, Multimedia Journalist*  
August 2019 – December 2019

- Delivered on-air coverage of feature and breaking news daily
- Reserached, wrote and edited scripts, packages, and VOSOTs daily

### CBS Television Network, Entertainment Communications | NYC

*Media Relations Publicity Coordinator Intern*  
May 2019 – August 2019

- Wrote episode loglines; reviewed pilot episodes and scripts
- Collaborated with editorial team to write and edit newsletters
- Booked and coordinated travel for talent, publicists, and agents