

Melissa Ott  
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**BROADCAST  
EXPERIENCE:**

**WDBJ 7 News/Schurz Communications, CBS** Mar. '13- PRESENT  
ROANOKE, VIRGINIA

*News Producer*

- Gather, organize, and produce content for weekday two hour morning show
- Manage a team of photographers, reporters, & associate producers on weekday mornings.
- Line Produce: cue anchors & live reporters, time live generic shots, write & add new stories during shows inside control room.
- Write/Edit scripts
- Update company website, & social media sites

**FOX44, ABC 22 LOCAL NEWS/Nexstar** Jan. '12- Mar. '13  
COLCHESTER, VERMONT

*News Producer*

- Gather, organize, and produce content for weekday four hour morning show
- Manage a team of photographers and reporters on weekday mornings
- Line Produce: cue anchors, write & add new stories, & run prompter during shows from inside control room
- Write/Edit scripts

**NBC 10 NEWS, NBC Universal/Comcast** FALL, 2011  
PHILADELPHIA, PENNSYLVANIA

*Station Office Coordinator/ Production Assistant*

- Write stories and added video to 10! Show website
- Perform production assistant duties for the news room

**NBC 10 NEWS, NBC Universal/Comcast** SUMMER, 2011  
PHILADELPHIA, PENNSYLVANIA

*NBC 10 Investigators- Intern*

- Field tip calls for potential investigation
- Generate hard news story ideas and pitched at news editorial meetings
- Shadow reporters on general assignments on location to observe
- Transcribe scripts for news stories

**ESPN, 97.5 THE FANATIC** SUMMER, 2010  
PHILADELPHIA, PENNSYLVANIA

*Radio Production Assistant- Intern*

- Edit sound clips and sound checks for promos, commercials, and live air
- Update station's website with current sports news, events, and interviews
- Fact checking for breaking sports news

**SKILLS:**

- iNews, ENPS, Edius, Final Cut Pro, Avid, Pro Tools, Adobe Editing
- Ability to handle multiple tasks given at once
- Work as a team member with strong leadership skills

**EDUCATION:**

**THE PENNSYLVANIA STATE UNIVERSITY** Graduated, May 2011  
UNIVERSITY PARK, PENNSYLVANIA  
Bachelor of Arts, Broadcast Journalism  
Theater Minor  
GPA: 3.5 Major/ 3.12 Overall

**REFERENCES:**

visit [www.melissaott.weebly.com](http://www.melissaott.weebly.com)