

Madelaine Melcher

Story Advocate

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www.maddiemelcher.com

EXPERIENCE

United Talent Agency, Los Angeles CA — Assistant, TV Literary

JUNE 2022 - PRESENT

Assistant to a TV literary agent. Manages phones, calendar, expenses, client invoicing. Provides concise script coverage and detailed tracking.

United Talent Agency, Los Angeles CA — Assistant, Unscripted

MARCH 2022 - JUNE 2022

Assistant to two high-volume agents. Managed phones, calendar, expenses, commission invoicing, pitch and staffing tracking.

Try Me Media, Los Angeles CA — Freelance Producer

JANUARY 2022 - MARCH 2022

Produced a documentary about social and economic impacts housing shortages can have on mountain communities.

Nickelodeon, Los Angeles CA — Creative Development Associate | Unscripted

SEPTEMBER 2021 - DECEMBER 2021

Developed creative pitches for new unscripted series for Nickelodeon linear, digital, and Awesomeness TV.

Researched current industry trends across social platforms and write a weekly newsletter with findings.

Organized project management of development slate by taking detailed notes and records.

Warner Media, Los Angeles CA — Content Operations Coordinator | Mattel

JANUARY 2021 - NOVEMBER 2021

Managed channel programming and optimization of videos for 59 of Mattel's YouTube channels including Barbie, Hot Wheels, & American Girl.

Streamlined operations processes by devising strategies to improve team workflow and make adjustments based on the client's changing needs.

Fullscreen Media, Los Angeles CA — Content Operations Coordinator | FOX

FEBRUARY 2020 - JANUARY 2021

Coordinated promotional content for FOX Broadcasting by managing YouTube channels for FOX shows: The Masked Singer, LEGO Masters, EMPIRE, The Simpsons, Bob's Burgers, and more.

EDUCATION

San Diego State University — BS in Television, Film, & New Media

AUGUST 2014 - MAY 2018

SKILLS

Project Management:

Smartsheets, Asana, Slack, Close.io, Typeform, Zoom, Cisco WebX, Aspera, Drop Box, JIRA, Mavenlink, MPX, Concur, Netsuite, Onyx Projects, Onyx Phonesheets, Handstands

Data Analytics: ahrefs, Google Analytics, YouTube Analytics

Creative Editing: Adobe Premiere Pro, Lightroom, Photoshop, Davinci Resolve, Final Cut Pro X, good taste

WORK SAMPLES

[Weekly Trends Report](#) (Nick)

AWARDS

Excellence in Screenwriting
San Diego State Television and Film May 2018

Outstanding Employee Award Aztec Adventures
SDSU 2018

PORTFOLIO

www.maddiemelcher.com

TV PODCAST

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INSTAGRAM

[@Maddieair](#)

