

Marcella M Milder

26 Brazos Road, East Haven, CT, 06512
914-450-1875 | marcellamilder@gmail.com
<https://mmilder.wixsite.com/marcellamilder>

The University of Michigan

B.A. Communication Studies; Film, Television & Media; Sub-Major in Screenwriting

**Ann Arbor, MI
Class of 2018**

- Magna Cum Laude GPA: 3.6/4.0
- William J. Branstrom Freshman Recipient: Top 5% In Class
- Study Abroad: The University of Westminster, London, UK (Fall 2017)
- Member: Chi Omega Sorority

Lauren Ashcraft's 2020 Campaign for US Congress, NY Congressional District 12 (NY-12)

NYC - Remote

Volunteer Coordinator

March 2020 - June 2020

- Responsible for recruiting, managing and organizing volunteers for events and daily phonebanking sessions, as well as assisting in media outreach and organizing interviews with journalists

Fragomen, Del Rey, Bernsen & Loewy LLP

New York, NY

Business Immigration Analyst/ Assistant Paralegal I

January 2020 - May 2020

- Performed case intakes, drafted USCIS forms, edited supporting documents and organized files for final review by attorneys
- Responsible for assembling and filing petitions to meet government agency deadlines and communicating with both business clients and the foreign nationals to relay procedural requirements, issues, processing timelines, and update them on the case's status

Fooksman Law Firm P.C.

New York, NY

Immigration Paralegal

September 2018 - January 2020

- Processed VAWA petitions, and visas for student, family, business and employment, concentrating on O and P visas for dancers
- Responsible for contacting clients and requesting documents, filling out forms for USCIS, researching evidence, drafting cover letters, and explanatory statements for supporting documents and organizing applications for review and filing
- Worked individually with clients to help translate statements and prepare for naturalization interviews and tests

Burns McClellan Public and Investor Relations Firm for Life Sciences Companies

New York, NY

Public Relations Account Executive

May 2018 - September 2018

- Drafted, edited, and published press releases and assisted in messaging platform development for biotechnology companies
- Provided corporate communications support at medical and scientific conferences, conducted presentation and public speaking coaching and oversaw all interactions with press during events

LMC-TV, Public Access TV, The Local Live

Mamaroneck, NY

Producer, Reporter

May 2015 - May 2018

- Planned and outlined weekly news program, researched story ideas, scheduled interviews, drafted scripts and edited video packages for air
- Served as reporter and anchor, covering all major local news stories, attending and reporting on municipal meetings, interviewing elected officials, candidates for office, and holding roundtable discussions with members of the local government
- Oversaw crew; trained members in scriptwriting, video editing, and operation of studio and control room equipment

WTNH News Channel 8, ABC-Affiliated Television Station

New Haven, CT

News Intern

May 2017 - August 2017

- Served as assignment desk editor, working alongside producers; participated in editorial meetings, researched stories, pitched ideas, and helped edit script for nightly newscast serving Hartford-New Haven market
- Assisted in scheduling interviews and accompanying reporters and camera crew on-location covering live events

WOLV-TV, The University of Michigan

Ann Arbor, MI

News Director, Producer, Anchor, Reporter

September 2015 - May 2018

- In charge of producing morning and nightly news programs; writing and editing script; scheduling and conducting live on-air interviews and debates with students and faculty
- Researched and reached out to organizers to cover major University and local events; secured press credentials for the Spin Room at CNN's 2016 Democratic Presidential Debate in Flint Michigan
- Served on the executive board overseeing recruitment and membership of 9 shows with 200+ students

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The Ann Arbor Beat, WOLV-TV, The University of Michigan

Creator, Producer

Ann Arbor, MI

September 2014 - May 2018

- Pitched and recruited members for University's first performing arts program covering events by the dance, music, and theater schools and showcasing performing arts clubs and student groups on campus
- Responsible for interviewing student members and producing live music and dance performances in the studio as well as securing press passes to headlining artists visiting campus

New Rochelle Youth Court

Attorney, Judge

New Rochelle, NY

September 2012 - June 2014

- Trained by practicing attorneys in criminal court procedures; Responsible for serving as a judge, prosecutor, and defense attorney handling cases diverted from the Westchester County Family Court

OTHER WORK/VOLUNTEER EXPERIENCE

- | | |
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| • University of Michigan Film Department Equipment Manager | September 2016 - May 2017 |
| • University of Michigan Hillel Phone-athon Sales Representative | January 2015 - May 2015 |

SKILLS

Proficiency in *Cision, Premier, Final Cut Pro, After Effects, Photoshop, Inception*, Microsoft Office Programs; *Word, Powerpoint, Excel, and Outlook*; Experience writing Television Spec Script and Feature Film Script