



Melissa Garlock

PASSIONATE DANCER • AMBITIOUS JOURNALIST

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melissagarlockonline.com (LINK ATTACHED)

RELEVANT EXPERIENCE

Dance Media Publications LLC, Dance Magazine Editorial - *Fall Internship*

September 2025 - Present

Contributing to the production of print and digital magazines while gaining hands-on experience in arts journalism.

Responsibilities included conducting research, uploading content in WordPress, assisting with newsletters, and supporting archival projects such as Dance Magazine's 100th anniversary initiative.

Dance Media Publications LLC, Sales - *Summer Internship*

May 2025 - August 2025

Conducting market research, identifying potential advertisers, preparing sales materials, assisting with client outreach, analyzing audience engagement trends, updating sales databases, supporting sponsorship proposals, collaborating with editorial and marketing teams, attending industry events, providing administrative support.

A Touch of Dance, Greece NY - *Children's class demonstrator*

September 2020 - Present

Demonstrating various dance techniques, routines, and choreography for students of all levels. Adept at breaking down complex movements into easy-to-follow steps while maintaining an engaging and supportive learning environment. Strong ability to communicate effectively, provide constructive feedback, and inspire students to develop their skills and confidence.

WORK EXPERIENCE

The Globe, Point Park University - *Staff Writer*

August 2024 - Present

Award-Winning Newspaper published weekly. Specializes in Arts & Entertainment, Opinions and Features Pieces. Covers subject matters regarding Point Park campus events, School of Dance and general media. Attends pitch and layout meetings weekly. Adept at submitting for tight-deadlines with high editorial and research standards. Conducts personal interviews. Producing impactful and audience-focused work.

Entertainment on Point, Point Park University - *Reporter*

January 2025 - Present

Point Park's television station's Entertainment Program. Creates engaging narratives and scripts for various media formats. In-depth understanding and research of media. Expands coverage areas by building relationships with sources. Trained on technical direction, audio, teleprompter, high quality editing and Kipro.

Abbotts, Lake Ave - *Front End, Part time Employee*

March 2022 - Present

Skilled in taking orders, preparing and serving ice cream, handling cash and card transactions, and maintaining cleanliness and organization. Strong ability to provide friendly and efficient service while ensuring customer satisfaction. Quick learner with excellent multitasking skills. Committed to maintaining health and safety standards.

Allies Pet Corner, Marketplace Mall - *Part time Employee*

January 2021 - October 2022

Provided customer service by assisting purchases and contracts for financing. Communicated any concerns with the team and manager, properly maintained store appearance/condition.

SKILLS

- **Articulate Communication Skills**- Excellent written and verbal communication skills.
- **Journalistic Reporting**- Strong ability to generate stories from sources and research. Ability to craft concise, accurate, and compelling narratives that convey information efficiently.
- **Audience Engagement**- Strongly develop and implement strategies to engage the community in the organization's mission.
- **Social Media Platforms**- Comprehensive understanding of various social media platforms, leveraging insights to strategically enhance digital presence and engagement.
- **Performer**- Dedicated dance student pursuing a professional career in the industry, with strong technical training, performance experience, and a passion for artistic expression.

EDUCATION

Point Park University,

Pittsburgh PA

Projected Graduation Date: May 2028

MA, Advertisement and Public Relations

BFA, Dance (Jazz Concentration)

Double Minor in Digital Journalism and Musical Theater

Greece Athena High School,

Rochester NY —

High School Diploma, salutatorian Honors

September 2020 - June 2024

ACCOLADES + RECOGNITIONS

- Point Park University Dean's List
- National Honors Society (Former member)
- Grace the Arts "Graced with Distinction" Scholarship x2
- NUVO Breakout Artist Award
- RBTL "Stars of Tomorrow" Tip of the Hat Award
- Grace the Arts Legacy Robe
- A Touch of Dance "Christi" Award and "Tony" Award (Based on qualities of leadership and hardworking)
- Scholarship to Institute of American Musical Theater

LANGUAGES

NYS Seal of Biliteracy in American Sign Language