

MELONEY MOSES

Quantico, Va. 22134

OBJECTIVE

A position which will use research, writing, and program experience, and will help me develop, implement and maintain my knowledge in my field of study of Investigative Forensics.

HIGHLIGHTS

- Currently hold a Secret Clearance
- Thoroughly familiar with Microsoft Office and Adobe programs

PROFESSIONAL EXPERIENCE – U.S. Marine Corps October 2007 – Present

COMMUNITY RELATIONS

- Effectively manage Community Relations Program which resulted in increased public awareness and understanding of the Marine Corps, its missions and responsibilities.
- Develop and maintain public goodwill through direct contact and communication with various public organizations with differing attitudes, motivations and degrees of influence.
- Employ strong communication skills through verbal and written responses to public inquiries for installation information.
- Respond promptly to noise complaints from members of the surrounding communities who were often in what they perceived as crisis situations.
- Assist the Media and Press Officers in developing and maintaining a program designed to keep the public informed about Marine Corps missions, organization and performance; coordinates the release of information concerning adverse incidents; responds to press and public requests for information on major events including the two largest community relations programs in the Marine Corps, the Marine Corps Marathon and the Toys for Tots Program.
- Coordinate public speaking engagements by installation personnel and requests from the civilian community for the loan of equipment and use of facilities.
- Coordinate volunteer efforts in support of community requests.
- Support more than 160 elementary and middle schools in the surrounding communities through the Adopt-a-School Program, arranging for military members to act as mentors, tutors, readers, role models, and physical education instructors.

EDITORIAL

- Organize and administer all functions required to publish a weekly newspaper, including composition, design, layout, make up and distribution.
- Edit material to AP style and ensure correctness of grammar, punctuation, spelling, word usage and sentence structure. Rewrite material submitted from other sources.
- Ensure all content, including photos and advertising, are accurate and consistent with standards of good taste and in keeping with standards specified in the publisher's contract.
- Compile news and feature stories..
- Develop and maintain distribution control based on supply and demand.

JOURNALISM/PHOTOGRAPHY

- Strong interviewing skills, obtains ample information to produce accurate, clear news or feature stories, meeting all deadlines.
- Able to produce an average of five stories per week, writing accurate news copy free of libelous statements and without violating security, accuracy, policy, and propriety.
- Very experienced with the use of numerous kinds of cameras, various focal length lenses, lens filters, electronic flashes, and other camera accessories to produce professional quality photographs.

SOCIAL MEDIA

- Manage the social media program for the installation, providing the audience with perspective on Marine Corps news and information while maintaining an issue driven, principle based and audience focused conversation online..
- Develop strategies for posting daily news that increased the number of fans from 200 to more than 900 and daily viewers to more than 111,000 in 2 months time.
- Conduct training sessions and taught other managers how to develop facebook pages to be a “go-to” source for information for members of the installation and in the community.
- Monitor posts to the site daily, ensuring information was family-friendly and up-to-date.

MAJOR ACCOMPLISHMENTS

- * Seven letters of appreciation for volunteer service
- * Meritorious Mast
- * Good conduct medal
- * Navy and Marine Corps Commendation Medal

EDUCATION

U.S. Marine Corps	Basic Public Affairs Specialist-Writers Course, Ft. Meade, MD – October 2008 Editor’s Course, Ft. Meade, MD – August 2009 Digital Multimedia Course, Ft. Meade, MD – February 2010 Completed 10 Marine Corps Institute exams
University of Maryland University College	Investigative Forensics – 96 credit hours

MELONEY MOSES

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[REDACTED], Quantico, VA 22134

Driven and polished University of Maryland Senior offering a track record of superior academic achievement and experience serving in the United States Marine Corps. Extensive studies in Investigative Forensics. Currently hold a Secret Clearance.

EDUCATION

Currently achieving Bachelor of Science in Investigative Forensics
University of Maryland, University College – College Park, MD (2012)

PROFESSIONAL EXPERIENCE

United States Marine Corps – Quantico, Va.

2007 to Present

COMBAT CORRESPONDENT / PHOTO JOURNALIST

Serve in the capacity of Combat Correspondent with responsibility of promoting the United States Marine Corps within the local community through various mediums including a weekly newspaper, professional photography, and social media platforms. Develop and maintain public goodwill through exceptional communication with various public organizations, demonstrating strong written and verbal communication skills.

Community Relations:

Manage Community Relations Program to increase and promote public awareness of the Marine Corps mission and responsibilities. Establish and maintain public support through direct contact and communication with various public organizations. Organize public speaking events by installation personnel. Coordinate volunteer efforts in support of community requests.

- Work in cooperation with Media and Press Officers to develop program to enhance public knowledge of Marine Corps; coordinate release of information concerning adverse incidents; respond to requests for information on major events including Marine Corps' two largest community relations programs: Marine Corps Marathon and Toys for Tots.
- Support more than 160 elementary and middle schools through Adopt-a-School Program, arranging for military members to act as mentors, tutors, readers, role models, and physical education instructors.

Investigative Journalism:

Orchestrate and administer all functions required to publish weekly newspaper including composition, design, photography, layout, and distribution. Ensure all content is accurate and consistent with organization's standards. Maintain distribution control based on supply and demand. Investigate both hard news and feature stories while portraying outstanding interviewing skills.

- Consistently produce average of five stories per week, meeting all strict deadlines.
- Educated on use of numerous cameras, various focal length lenses, lens filters, electronic flashes, and various other camera accessories to produce professional, quality photographs.

Marketing & Promotional Leadership:

Oversee social media program for the organization to provide online audience with news and information regarding Marine Corps through Twitter, Facebook, and the Marine Corps Website.

- Increased the number of Facebook fans from 200 to more than 900 daily and boosted daily viewers to more than 111,000 in just two months.

HONORS & AWARDS

Achieved seven letters of appreciation for volunteer service
Meritorious Mast
Good Conduct Medal
Navy & Marine Corps Commendation Medal

TECHNICAL SKILLS

Proficient in Microsoft Office and Adobe programs