

Melanie Elliott

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Education

Georgetown University, Washington, DC

Major: Government; GPA: 3.8/4.0

Graduated: May 2024

Relevant Experience

ZG Subpoena Solutions, Chicago, IL

June 2024-September 2024

Legal Analyst

- Analyzed legal processes (search warrants, subpoenas, etc.).
- Retrieved data from clients and sent data packets to requesters.
- Led email communications with law enforcement on behalf of clients.
- Determined if legal processes were valid.

Free Minds Prison Book Club, Washington, DC

September 2023-December 2023

Prison Book Club Intern

- Led weekly letter writing circles for the Prison Book Club.
- Conducted a number of service-oriented events such as fundraising livestreams and poetry readings.

Evan Guthrie Law Firm, Charleston, SC

June 2023-August 2023

Research and Writing Intern

- Researched various legal cases and wrote a number of published articles about these cases.

Feminist Majority Foundation, Arlington County, VA

June 2022-August 2022

Social Media Intern

- Generated graphics and texts for weekly posts on Instagram, Facebook, and Twitter through the use of Canva and Facebook Business Manager.
- Collaborated with fellow interns on feminist projects such as reproductive access research.

International Center for Women's Resources, Los Angeles, CA

June 2022-August 2022

Research and Development Intern

- Researched partners, activities, recruitment centers, conferences, funding, and more for a feminist start-up.
- Engaged in weekly brainstorming meetings to discuss ideas for growing the non-profit and reaching volunteers.

The Hoya: Multimedia Section, Georgetown University, Washington, DC

August 2020-May 2024

Leading Student Publication Editor

- Edited podcasts to be published on the Hoya website.
- Created podcasts through engaging interviews while also facilitating bonding amongst the Multimedia section through speaker events and lunches.

Dear Asian, Georgetown University, Washington, DC

August 2020-May 2024

Affinity Student Publication Writer

- Wrote pieces about the Asian American experience to be published on the Georgetown Dear Asian Youth website.
- Met weekly with other Asian Georgetown students to discuss different Asian undergraduate experiences.

Leadership Experience

Alternative Breaks Program, Georgetown University, Washington, DC

August 2021-May 2024

Immigration Trip Leader

Platform 37th & O, Georgetown University, Washington, DC

August 2020-May 2024

Book Club Treasurer

Technical & Language Skills

Java, Javascript, Python, Canva, MS Office (Access, Excel, PowerPoint, Word), Prezi, and Social Media Strategy (Twitter, WordPress, Instagram), Fluent in Spanish