

Melyssa Proctor, MFA, BA

Highly resourceful, organized, and problem-solving individual seeking to expand design skills in a professional environment.

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New Rochelle, NY, 10805

(914) 310-4885

Website: melladonna.org

WORK EXPERIENCE

**New York City Police Department, 1 Police Plaza,
New York, NY — *Media Service Technician***

AUGUST 2022 - PRESENT

Search NYPD applications to locate footage for requests from local and federal prosecutors relevant to their pending cases, and apply appropriate redactions and edits to responsive footage.

**Office of Child Support, Department of Social Services,
New York, NY — *Communications and Marketing Vista***

AUGUST 2020 - AUGUST 2022

Design, edit and create informational videos for the Office of Child Support Services through the AmeriCorps NYC Vista program.

**Office of Child Support, Department of Social Services,
New York, NY — *Intern***

AUGUST 2019 - MARCH 2020

Design and update posters, brochures and other materials for the Office of Child Support Services.

**Office of Communications and Marketing,
Human Resources Administration, New York, NY — *Intern***

SEPTEMBER 2017 - MAY 2019

Design and create logos, posters, and brochures for various clients and events connected to the agency in the graphics department.

CVS Pharmacy, New Rochelle, NY — *Cashier*

JULY 2016 - AUGUST 2022

Assist customers at checkout, scan inventory, organize store products on shelves, process damaged items, organize sale signs.

EDUCATION

School of Visual Arts, New York, NY — *MFA Computer Arts*

SEPTEMBER 2016 - MAY 2020

SUNY Fredonia, Fredonia, NY — *BA Visual Arts and New Media / Minor in Creative Writing*

AUGUST 2012 - MAY 2016

COMPUTER SOFTWARE SKILLS

Adobe Photoshop, Adobe After Effects, Maya 2019, Cinema 4D, Adobe Illustrator, Adobe InDesign, Avid ProTools, Adobe Premiere Pro, Adobe Audition, Blender, Microsoft Word, Microsoft Excel, Microsoft PowerPoint

EXTRACURRICULAR / FREELANCE

“How to Illustrate Your Own Book” Workshop — *Speaker*

AUGUST 2022

Conducted a presentation at the New Rochelle Public Library for teens on the process of how to illustrate a book from rough sketches to the finished artwork.

NewYork-Presbyterian Educational Motion Graphic— *Illustrator / Animator / Sound Designer*

JANUARY 2022

Created a motion graphic animation teaching nurses how to properly change a central line dressing on their patients by collaborating with Nursing Professional Development educators from Weill Cornell Medicine, NewYork-Presbyterian.

Rye Children’s Book Festival — *Illustrator*

OCTOBER 2021

Presented the published book “How Can I Touch the Moon” as the illustrator to festival attendees.

Publicolor Stop-Motion Animation Workshop — *Animation Volunteer*

JUNE 2020

Assisted an animation professor with teaching ninth-grade students how to make stop-motion animation using the Stop Motion Studio mobile application.

Women In Animation Student Chapter — *Student Leader of MFA Computer Arts department*

SEPTEMBER 2017 - MAY 2020

Collaborated with department faculty and other WIA student leaders to invite studio artists and alumni to speak and share their work experience with School of Visual Arts students.

ANNY Best of Fest Conference — *Student Volunteer*

OCTOBER 2018

Promoted the BFA and MFA Computer Arts degree programs at School of Visual Arts to festival attendees.