

Melia Williams

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EDUCATION:

Grand Valley State University — Allendale, MI
B.S. Journalism, Broadcasting, and Digital Media

April 2025

PROFESSIONAL EXPERIENCE:

Windy City Bulls – PR & Communications Associate

Aug 2025 – Present

- Produced game notes and the media guide using HoopsOMG to support basketball communications.
- Designed engaging social media assets utilizing Adobe Creative Cloud.
- Managed media credentialing and coordinated press interviews with national outlets, including Forbes and ESPN.
- Wrote and distributed press releases for brand initiatives and basketball-related announcements.

Buffalo Bills – Training Camp Communications Intern

July 2025 – Aug 2025

- Set up and broke down press conferences and media availabilities.
- Escorted players to and from interviews with local and national outlets.
- Distributed media credentials and assisted with credentialing logistics.
- Transcribed post-practice interviews.

Grand Rapids Gold – Public Relations Intern

Nov 2023 – April 2025

- Wrote press releases distributed to members of the NBA, NBA G League and local media outlets.
- Managed social media content and developed targeted fan engagement strategies.
- Assisted with game day operations in a fast-paced, professional sports setting.
- Updated game notes using Adobe InDesign

GVSU Athletics – Marketing Intern

Fall 2023 – Spring 2024

- Executed game day promotions and coordinated logistics for athletic events.
- Managed fan engagement and supported promotional strategies.

WOODTV8 News – News Intern

Summer 2023

- Managed the assignment desk and collaborated on intern projects.
- Shot stand-ups and edited demo reel content for broadcast production.

GVSU Student Reporting Lab – Production Consultant

July 2023 – April 2024

- Mentored high school students in multimedia journalism.
- Provided feedback on storytelling techniques and video production.

GVSU Lanthorn Newspaper – Student Journalist

Nov 2021 – Sept 2023

- Conducted interviews and researched campus stories to write compelling articles on student life and university events.

Student Leadership & Involvement

GVSU Varsity Track and Field – Team Captain | 2021 – 2025

Student-Athlete Advisory Committee (SAAC) – Social Media Coordinator | 2023 – 2025

Grand Valley PRSSA – Active Member | Sept 2024 – 2025

Skills

Adobe InDesign, Premiere Pro, Photoshop, Canva, HoopsOMG, Microsoft Office