

VALERIA G. MESSALINA

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EDUCATION

Loyola Marymount University

B.A. in Screenwriting and Asian & Pacific Studies (Double Major)

Los Angeles, CA

August 2017 - May 2021

- Organizations: Asia Media International, Marian's Service Organization, ASLMU

WORK EXPERIENCE

PBS SoCal

Post-Production Intern

Burbank, CA

January 2024 – April 2024

- Cataloged the station's collection of videotapes, XDCams, and DVDs to build and maintain a detailed database of 15,000+ entries leading to increased requests of archival footage.
- Coordinated across the Creative, Marketing, and Post-Production Departments to obtain video elements and footage necessary to edit a promotional video documenting the intern experience at PBS.
- Quality controlled unreleased programming to ensure closed captions and stereo audio were compliant with broadcasting standards. Made necessary revisions within tight deadlines.
- Collated clips from unreleased programming for digital producers to share at department-wide meetings.

Carter Salute Productions

Intern

Los Angeles, CA

June 2023 – August 2023

- Collaborated with talent agents to secure prominent figures in entertainment as distinguished guests on the Black Lawyers Podcast. Organized and managed Zoom interviews between secured guests and the podcast host.
- Revised treatments and created pitch decks for unscripted development projects with a team of 3 other interns.
- Researched potential and relevant talent and producers to attach to projects in development.
- Led an unscripted development production with live participants recorded via Zoom. Edited the footage into a sizzle reel to share with producers, directors, and actors.

LMU Modern Languages Department

Language Lab Supervisor/Department Administrative Assistant

Los Angeles, CA

April 2018 – March 2020

- Familiarized 50+ students with lab services such as tutoring groups, computer programs, and AccuTrack every semester resulting in increased academic performance.
- Proficient in navigating AccuTrack, the database that monitors student progress in language courses, to provide in-depth progress reports for professors every semester.
- Executed daily clerical tasks, including mail distribution, restocking supplies, and updating inventory.

RELEVANT EXPERIENCE

Venice Arts: Center for Media + Imagination

Film & Digital Media Alumni

Los Angeles, CA

February 2023 – Present

- Alumna of the Digital Storytelling Fellowship, a production intensive for early career professionals to build portfolios in preparation for roles in entertainment.
- Produced a series of short films including a documentary and a User-Generated Content commercial.

LMU School of Film & Television Undergraduate Student Council

Screenwriting Representative

Los Angeles, CA

October 2019 – August 2020

- Conducted performance audits of 80 screenwriting students in comparison to degree requirements through surveys. Transformed the feedback into numerical data to present to the head of the Screenwriting department.
- Created and presented Diversity, Equity, and Inclusion decks to the School of Film & Television Dean and department heads to improve students' quality of education through curriculum changes.
- Hosted weekly office hours and regularly attended film school events to engage with students.
- Represented nearly three hundred Screenwriting majors at quarterly meetings with administrators.

SKILLS

Skills: Microsoft Suite | Google Suite | Data Entry | Adobe Premiere Pro | WriterDuet | Slack | Zoom