

## MELISSA BROWN, MPS

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### RELEVANT EXPERIENCE

#### **Maryland Department of Commerce - Baltimore, Maryland** **Nov. 2021-Present**

Policy Analyst, Office of Policy, Research, and Government Affairs, Office of the Secretary

- Reviews, researches, and edits testimony for legislation, letters of information, correspondence, and mandated annual reports submitted to the Governor, Speaker of the House, and Senate President
- Collects and submits the Department's federal priorities to the Governor's Washington, D.C. office for consideration by the Maryland Congressional Delegation
- Tracks legislation as it makes its way through the Maryland General Assembly using Advokit and schedules meetings with elected officials

#### **Maryland General Assembly - Annapolis, Maryland** **Jan. 2019- Sept. 2021**

Communications and Policy Director, Senator Mary Beth Carozza

- Oversaw internal and external communications and scheduling for a State Senate office managing a staff of three and coordinating with District staff and representatives
- Researched legislation using the Maryland General Assembly website and library for writing press releases, floor briefings, and letters to constituents and interested parties on topics including agriculture, health care, infrastructure, transportation, and public safety
- Tracked legislation of interest as it made its way through Senate Committees and onto the Senate Floor
- Managed constituent and media correspondence and responses to official inquiries in a timely fashion
- Created original digital and video content to be shared on the Senator's social media, newsletter, and website
- Utilized Facebook, Twitter, Instagram, Constant Contact, SPSS software, Microsoft Office Suite, Canva, Google Suite, analytics, and large data sets in this position

#### **Maryland General Assembly - Annapolis, Maryland** **Oct. 2017- Dec. 2018**

Legislative Aide, Delegate Mary Beth Carozza

- Scheduled meetings with constituents and interest groups using Google Calendar
- Researched and wrote press releases and media briefings for the Delegate's legislative initiatives
- Organized and tracked legislation using the Maryland General Assembly website and library as it made its way through the House Appropriations Committee and the Maryland General Assembly
- Managed constituent and media correspondence, newsletters, and content creation for social media pages

#### **Mary Beth Carozza For State Senate- Maryland, District 38** **Apr. 2018- Nov. 2018**

Campaign Aide, Mary Beth Carozza for State Senate

- Recruited a dozen volunteers to canvass and make phone calls for the candidate
- Researched positive and negative legislation for direct mail, digital advertisements, media calls, debates, and candidate forums
- Managed rapid response to any attacks from the opponent or their surrogates
- Wrote press releases, rapid responses, and media advisories for social media and the campaign media list
- Assisted in event planning for the candidate to ensure that fundraisers and grassroots events were successful

#### **Robert Half Legal - Baltimore, Maryland** **June 2017- Dec. 2017**

Paralegal, The Law Offices of Peter T. Nicholl

- Wrote affidavits for asbestos claims to assist families and those impacted and seeking compensation
- Researched coworker information for deceased clients who were impacted by asbestos poisoning
- Reviewed and edited previously written affidavits for clarity to process for compensation purposes

#### **Maryland General Assembly - Annapolis, Maryland** **Jan. 2017- Apr. 2017**

Legislative Assistant, Senator Johnny Ray Salling

- Researched and tracked legislation as it made its way through the Senate Education, Health and Environmental Affairs Committee and Maryland General Assembly
- Scheduled meetings and managed correspondence with constituents and interest groups and managed the Facebook page

### EDUCATION

#### **Towson University - Towson, Maryland** **May 2016**

- Bachelor of Science, Political Science; Mass Communication Minor

#### **The George Washington University - Washington, D.C.**

- Master of Professional Studies, Political Management

**May 2022**

#### **The Campaign School at Yale University**

**June 2021**