

Michele J. Thomas

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PROFILE

Editor and writer with project management experience and background in science, food, wine, and education

SKILLS

Adobe InDesign, Photoshop, Illustrator, InCopy, and Acrobat; Quark Xpress; Microsoft Office; Wordpress; Drupal; Moodle; Extensis Portfolio; A.P., Chicago, and MLA Styles

PROFESSIONAL EXPERIENCE

International Culinary Center (founded as the French Culinary Institute), New York, NY

Executive Editor

July 2007–April 2016

Achievement Highlights:

- Led the most expansive revision of two of the school's marquee programs – Professional Culinary Arts and Professional Pastry Arts – in the school's 30+ year history
- Implemented new text features designed to aid in vocabulary development, retention, and readability
- Worked with Dean of Wine Studies to develop curriculum for Intensive Sommelier Training, the first and only course approved by the Court of Master Sommeliers
- Wrote a professional development column in the faculty newsletter that increased readership by 50%

Major Duties:

- Edited and wrote lesson content and recipes for all major programs, which include French, Italian and Spanish cooking, pastry, bread baking, and wine
- Designed, produced, and coordinate delivery of custom textbooks and course packets for the school's professional programs and recreational classes
- Edited, designed, and produced menus for L'Ecole, the restaurant of the International Culinary Center
- Developed and maintained all textbook production schedules, and oversee ancillary purchasing
- Supervised junior editors and freelancers
- Administered content on Moodle® learning management system

BestofNJ.com, Florham Park, NJ

Freelance Writer

September 2015–present

Major Duties:

- Research and write lifestyle articles on the topics of wine, spirits, and food.
- Clips: <http://www.bedstuyssomm.pressfolios.com>

The Greene Grape, Brooklyn, NY

Part-Time Sales Associate

August 2015–present

Major Duties:

- Warmly greet and assist customers by locating or recommending wines and spirits
- Select wines for in-store tastings
- Operate cash register, scanners and computers to itemize and total customer purchases online and at the brick-and-mortar store

Legal Outreach, Long Island City, NY

Saturday Writing Class Instructor

September 2009–May 2013

Achievement Highlights:

- Created lesson plans and ongoing assessments to teach research and essay writing

Major Duties:

- Taught English grammar, mechanics, writing, research, and citation to students in Grades 10-12

Jump Start Press, New York, NY

Editor

May 2005–November 2006

Achievement Highlights:

- Managed freelance writers for Macmillan/McGraw-Hill 2007 basal science and reading programs

Major Duties:

- Researched, edited, and wrote manuscript as required for educational publishing clients, including Houghton-Mifflin Harcourt, Macmillan/McGraw-Hill, and Silver Editions

Macmillan/McGraw-Hill, New York, NY

Editor, Science Department

November 2003–May 2005

Achievement Highlights:

- Managed freelance writers for Macmillan/McGraw-Hill basal science and reading programs
- Worked with Sally Ride Science to write specialized education content on diversity and equity in the sciences various Macmillan/McGraw-Hill Science products
- Edited Grade 1 student, teacher, and ancillary workbooks for Macmillan/McGraw-Hill Science
- Trained staff and administered McGraw-Hill School Division proprietary page-tracking software

Major Duties:

- Managed writers and book packagers developing texts and workbooks for Macmillan/McGraw-Hill basal science programs
- Correlated Grades K-2 Macmillan/McGraw-Hill Science products to various state education standards

Metro Newspaper Service, New York, NY

Managing Editor, Metro Editorial Services

May 2000–November 2003

Achievement Highlights:

- Wrote, edited, and designed advertorial releases for clients, including OXO International, Platinum Guild International, and Disaronno

Major Duties:

- Wrote, edited, and designed service and lifestyle articles for publication in newspapers across the U.S. and Canada
- Copy edited Plus Business, a monthly journal for the newspaper advertising industry

PUBLICATIONS

<i>Culinary Careers for Dummies</i> (John Wiley & Sons)	<i>2011</i>
<i>Oxygen: Understanding the Periodic Table of the Elements</i> (Rosen Publishing Group)	<i>2004</i>
<i>Sodium: Understanding the Periodic Table of the Elements</i> (Rosen Publishing Group)	<i>2004</i>

EDUCATION

The International Culinary Center, New York, NY

- *Grand Diplôme*, Intensive Sommelier Training *2015*
- *Certificate*, Pastry Techniques *2012*

Fordham University College at Lincoln Center, New York, NY

- *B.A., Communication and Media Studies* (Conc. Journalism) *1998*

MEMBERSHIPS & CERTIFICATIONS

Member, Society of Wine Educators	<i>2016-present</i>
Court of Master Sommeliers of the Americas Certified Sommelier (Level II)	<i>2015</i>
Member, Guild of Sommeliers	<i>2014-present</i>