

NICHOLAS ADDISON THOMAS

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OBJECTIVE

Experienced communications specialist seeking publications management role in progressive communications environment

QUALIFICATIONS

- Five years managing editor experience (5 publications)
- Eight years of freelance-writing experience (21 publications)
- Seven years of writing/editing experience in commercial/government affairs
- Three years of PR experience in commercial/government sector

WORK HISTORY

Entrepreneurs' Organization (EO)

Communications Manager/Publications Manager, 4/07 – Present, Alexandria, VA

Primary responsibility is the production of *Octane*, an award-winning magazine sent to 7,300+ entrepreneurs quarterly. As Managing Editor, I oversee all layout, editing and content production; manage printer and distributor relationships; handle in-house advertisement development; and work with lead graphic designers. My other job responsibilities include serving as the organization's lead writer (speeches and columns for CEO and Chairman, in-house articles, press material); managing a monthly e-newsletter; editing/updating all organizational Web sites; developing and maintaining process manuals/style guides; and serving as an assistant editor and manager of global communications.

- Produced 12 issues of Octane
- Won four awards for Octane
- Saved EO \$31,000 a year via distribution/print research
- Coached 1,500+ entrepreneurs through EO writing process
- Served as on-site communications expert at global events

CorpComm, Inc.

Account Executive/Junior Project Manager, 3/06 – 4/07, Fredericksburg, VA

Served as lead writer/editor for FredSavings.com, a monthly lifestyle magazine. My responsibilities included the management of all writers, as well as the development of advertisement and editorial content. As Junior Project Manager, my responsibilities included writing/editing articles for high-ranking military and government officials; writing proposals, marketing material, speeches, press releases, advertisements and fact sheets; developing in-house and external communications plans; writing award nominations for the military/private sector; producing content for commercial Web sites; writing advertisements for small businesses; and writing feature articles for national government publications.

- Managed content for six issues of FredSavings.com
- Served as communications contact for LMP, DPAP and other Army logistics programs
- On-site editor and writer for small business Web sites and marketing collateral
- Published articles in Federal Computer Weekly and Soldiers Magazine
- Created the Kudos Campaign, an online employee morale program
- Managed two summer interns

North American Precis Syndicate, Inc. (NAPS)

Service Coordinator, 6/03 – 3/06, Washington, D.C

Assisted in the facilitation of press releases for a media distribution firm that markets to Fortune 500 companies and government agencies. My primary responsibilities included editing print, television and radio news releases; maintaining relationships with public relations representatives; soliciting new client business; creating development and distribution contracts; establishing print schedules; tracking publications; processing billing orders; and managing nation-wide release distributions.

- Managed contracts/client content for four Account Executives
- Networked with public relations representatives from Fortune 500 companies/government
- Assisted in the preparation and delivery of PR meetings
- Negotiated contracts with commercial/government clients
- Designed organizational system for PR production/distribution efficiency

EDUCATION

Bachelor of Arts in Journalism

Christopher Newport University – 8/99 – 5/03, Newport News, VA

REFERENCES

Available upon request.