

# JAMES E. THOMAS

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## SUMMARY

A skilled and budding journalist with an excellent record of good work ethic, integrity, and problem-solving skills. Excels in a challenging and fast paced environment. Dedicated to maintaining a high level of discipline and professionalism in all endeavors.

## EXPERIENCE

**2021-2021**

### **SENIOR OFFICE ASSISTANT, EMS BILLING**

Handling and filing of insurance claims, Microsoft Office, Microsoft Excel spreadsheet organization and optimization, time management, customer service, and consumer outreach.

**2016 -2021**

### **FREELANCE WRITER, SELF EMPLOYED**

Multiple publications through [journoportfolio.com](https://wyldesoul.journoportfolio.com/), two prominently featured articles in PSC's published zine, *Reflections on the Vietnam War in Media and Experience: A Memorial*, and *Press vs* has been writing a novel for the last 6 months.

**2007 – 2020**

### **DELIVERY DRIVER, HUNGRY HOWIE'S**

Customer service, time management, food preparation, food transportation, staff management and staff training.

**2006 -2007**

### **ASSISTANT MANAGER & DANCE INSTRUCTOR, RHYTHMS DANCE STUDIO**

Staff management, customer service, consumer outreach, staff training, event planning, dance instruction, marketing and advertising.

**2005 – 2006**

### **HEAD CHEF, ADVERTISING & MARKETING ASSISTANT, JAMIE'S FRENCH RESTAURANT**

Staff management, food preparation, dining room service, customer service, marketing, advertising, menu and dish design.

## EDUCATION

**2014 – 2018**

### **ASSOCIATES IN ART, PENSACOLA STATE COLLEGE**

Graduate of PSC and while attending GPA never dropped below a 3.25; additionally, it was usually a 4.0 for the majority of the semesters I attended.

**2000 – 2004**

### **HIGH SCHOOL DIPLOMA, PENSACOLA HIGH SCHOOL**

Graduate of the Pensacola High School's I.B. Program. Additionally, while attending I created, organized and led the Ballroom Dance Club and, was a member of the school's prestigious jazz ensemble, High Strung.

## SKILLS

- Investigative Journalism
- Editing
- Proofreading
- News Writing
- Copy Editing
- Community Journalism
- Storytelling
- Technical Writing
- AP & APA writing styles
- Photojournalism
- Problem Solving
- Time Management
- Public Communications
- Information Systems & Social Media
- Microsoft Word
- Microsoft Outlook
- Documentation & Filing
- Columns & Op Ed Writing
- Creative Writing
- Creative Thinking
- Leadership Experience
- Social Outreach
- Planning
- Conceptualization
- Storyboarding
- Mathematics
- Creative Thinking
- Technical Hobbyist
- Multimedia Reporting
- Research & Fact Checking
- Microsoft Excel
- Typing

## ACCOLADES & ACHIEVEMENTS

- Eagle Scout
- Bronze Palm Recipient
- Design and construction of the William Jenkins Memorial Prayer Garden at First United Methodist Church of Pensacola, FL.
- President and Founder of Pensacola High School's Ballroom Dance Club
- Jazz Guitarist in Pensacola High School's jazz ensemble, High Strung
- Graduate of Pensacola High School's International Baccalaureate Program
- Two featured publications in PSC's zine *Reflections on the Vietnam War in Media and Experience: A Memorial; Press vs Vets: Did the Press Cost the US the Vietnam War?* and *Ain't War Hell? A Film Review of Stanley Kubrick's 'Full Metal Jacket'*

## REFERENCES

- Ryan Duvall: (251) 284-0640; Ballroom Dance Instructor; former owner of Rhythms Dance Studio
- Jason Vaughn: (850) 602-8161; Master Carpenter
- Anthony Rhodes: (850) 426-6540; Manager of Hungry Howie's store at 9<sup>th</sup> Ave & Creighton Rd
- Marshawn Griffin: (850) 346-4117; Finance Lawyer
- Aaron Bahnmeir: (904) 887-0784; Technical Engineer
- Brenton Ferguson: (850) 529-2418; Professional Plumbing Technician
- Shandra Jenkins: (850) 471-6400; Office Administrator at EMS Billing

## ACTIVIES & HOBBIES

- Creative Writing
- Pen & paper role playing games
- Playing guitar
- Cooking
- Cosplaying
- Ballroom dancing