

# Michele R. Acosta

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## **Profile**

Michele R. Acosta and her company, WT Editorial, provide editorial services to publishers, editorial development houses, and educational product developers at all stages of production including content development, manuscript preparation, and post-production editing. A joint venture partnership with Connie McDavid of Sunflower Publishing Services allows us to provide a full range of services including project management.

## **Editorial Experience**

*7/06-Present* WT Editorial, Deerfield, Illinois (owner)

- Provide editorial services to publishers, editorial development houses, educational product developers, large and small businesses, and academic institutions, as well as individual writers.
- Services include:
  - prototype development
  - content development and customization
  - correlations of content with state and national standards
  - content repurposing for different formats, including the Web
  - templates that illustrate client guidelines for writers
  - manuscripts that meet production specifications
  - organization and direction of teams of experienced and professional writers, editors, translators, and researchers
  - coordination and direction of research as necessary
  - writing, revising, and translating both fiction and nonfiction
  - assessment item writing
  - proofreading, fact checking, and copy editing services
  - editing at all production stages using either hard or soft proofs depending upon client needs
  - customized functional workflows, procedures, and schedules
  - communication throughout the production process
- Skills/disciplines/grades include:
  - Reading (grades K-2, 3-5, 6-8)
  - Language Arts (grades K-2, 3-5, 6-8, 9-12)
  - English (grades 6-12)
  - Literature (grades 6-12)
  - Social Studies (grades K-2, 3-5, 6-8)
  - History
  - Geography
  - Math (grades K-2, 3-5, 6-8, 9-12)
  - Science (grades K-2, 3-5, 6-8, 9-12)
  - Chemistry
  - Health
  - Art, Music, Humanities
  - ESL/ELL/ELD
  - English to Spanish and Spanish to English translation

*8/04-Present* Fulltime Freelance Writer and Editor

- Write and edit elementary and high school educational materials including student editions, teacher editions, ancillaries, and standardized testing materials.
- Write educational web content including lesson plans, activity and study guides, reading suggestions, and articles for web sites.
- Act as lead writer for large publishing projects and coordinate with all writers to insure that guidelines are met, manuscripts are uniform, and educational content meets or exceeds standards.
- Write brochures, newsletters, press releases, manuals, and catalogs for small and large businesses.
- In 2004-2005, wrote promotional materials for a local education referendum that passed by an overwhelming majority.

# **Michele R. Acosta**

## **Teaching Experience**

*8/01-6/04* Buffalo Grove High School, Buffalo Grove, Illinois

- Taught English and journalism at the high school level.
- Advised an award-winning student newspaper produced in conjunction with upper level journalism classes.
- Specialties included the development of writing skills in response to literature, reading strategies, and the improvement of usage, mechanics, and vocabulary, as well as the development of critical thinking skills.

*8/99-6/01* Round Lake High School, Round Lake, Illinois

- Taught English, journalism, and ACT preparation.
- Advised a student-produced yearbook in conjunction with a photojournalism class.

## **Other Work Experience**

*8/95-8/99* Trans World Travel, Inc., Highland Park, Illinois

- Wrote, designed, set type, and proofed brochures for international travel programs.
- Acted as tour escort.

*8/93-8/95* Health Charge, Skokie, Illinois

- Reorganized the layout and design of a manual for a hospital mainframe computer system.
- Set type for other documents and forms using PageMaker software for IBM compatible/multi-platform computers.

*3/92-8/93* MGJA Desktop Publishing, Self Employed

- Wrote copy, designed layout, and set type for catalogs, brochures, mailers/advertising, resumes, etc. using PageMaker.

*11/90-3/92* Reprotech, Chicago, Illinois

- Set type using PageMaker and maintained a small office.

## **Education**

Barat College, Lake Forest, Illinois

- M.A. Education; Certification—standard secondary type 09; Endorsements—English and journalism
- Completed the equivalent of an undergraduate major in English.
- Wrote a master's thesis discussing Howard Gardner's theory of the Multiple Intelligences and included action research that evaluated the impact of the Multiple Intelligences on student learning and on students' attitudes toward learning.

Loyola University, Chicago, Illinois

- B.A. Communication; Major—communication (concentration in journalism); Minor—English
- Graduated with honors.