

Taylor Victoria Michael

PUBLISHING EXPERIENCE

National Book Foundation:

Public Programs Coordinator

New York, NY · August 2021 – Present

- Manage communications and administrative tasks for Science + Literature committee
- Manage book orders for educational and public programs
- Administer and revise Literary Arts Emergency Fund regranting application and efforts

A Public Space: *Editorial Associate*

New York, NY · December 2020 – Present

- Discover, edit, publish and market pieces for the magazine

Editorial Fellow

New York, NY · April 2020 – December 2020

- Develop, market, moderate series of online editorial Master Classes
- Manage permissions and copyediting process for *Tolstoy Together*
- Discover, edit, publish and market one piece for the magazine

Columbia Journal: *Social Media Editor*

New York, NY · October 2019 – May 2020

- Engaged literary and university communities through social media with journal content
- Curated and edited newsletter
- Collated social media analytics

Benchmark Education: *Editorial Assistant*

New Rochelle, NY · June 2018 – August 2019

- Assessed historical and cultural accuracy of social studies leveled readers
- Wrote grade 2 leveled reader to Florida social studies and language arts standards
- Managed and edited Oral Reading Record Handbook
- Edited and formatted manuscript for Writer's Workshop Program

WRITING EXPERIENCE

Freelance Writing

New York, NY · August 2021 – Present

- Writing forthcoming and in Hyperallergic, ArtsWestchester, Artsy, and Full Stop

Publisher's Weekly: *Book Reviewer*

Remote · August 2020 – Present

- Write bimonthly reviews on assigned genre fiction

EDUCATION

Columbia University

New York, NY · Class of 2021

MFA, Candidate Nonfiction Writing

Brown University

Providence, RI · Class of 2017

BA, English Nonfiction Writing Track and Africana Studies, Honors, 3.71 GPA

VOLUNTEER WORK

Uptown Stories: *Teacher*

New York, NY · October 2020 – May 2021

- Assistant teach essay prep class for high school ready teens
- Coteach writing workshop for middle schoolers

SKILLS

Skills: InDesign, Hootsuite, Mailchimp, Advanced Excel, HTML, Edelweiss, AirTable

Languages: Advanced French

Interests: Black Visual Art, Baking and Cooking, Archival Research