

Milena S. G. Thomas

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Languages

- **English** – Native speaker
 - **Serbo-Croatian** – Basic proficiency
 - **Italian** – Basic proficiency
 - **Mandarin** – Conversational proficiency
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Education

Master of Science, Finance, WALSH COLLEGE, Troy, Michigan, USA, 2009
Concentrations: Finance, Specialization Equivalent in Economics; Cumulative GPA – 3.931

Bachelor of Musical Arts – Multidisciplinary Studies, Vocal Performance and Comparative Literature,
UNIVERSITY OF MICHIGAN, Ann Arbor, Michigan, USA, 2002
Class and University High Honors 1999-2002; Cumulative GPA – 3.789

Professional Experience

PRIVATE TUTOR, Franklin, MI and Online Jun 2016 – Present

Freelance Position

- Private tutor of English language, proofreading, essay writing, speaking skills, music, finance and economics.
- Worked with students of all ages and various degrees of learning and English language ability.
- Achieved over 230 five-star ratings from individual students on Wyzant.com

THE VOICE WORKS STUDIO, LLC, Royal Oak, Michigan, USA May 2002 – Jun 2018

Owner and Private Music Teacher

Managed music studio that offered voice lessons and other educational services to students and performing artists of all ages around the Metro Detroit area and online.

- Prepared weekly lessons and materials for each student based on individual needs, interests, and abilities.
- Encouraged students to think about their concrete goals and made targeted suggestions about areas on which to focus.
- Helped voice students learn to present themselves in a professional way as performing artists and business people.

QOOCO EDU (Remote Contract Position)

Subject Matter Expert in Finance

Provided original financial content and editing services for mobile technology company specializing in bilingual Mandarin/English educational content for students and employees.

- Coordinate with team members in Canada, United States, and China
- Utilize knowledge of Chinese culture, language and finance to provide specialized knowledge to app developers and instructional designers

CENVEO PUBLISHER SERVICES, Richmond, VA (Remote Contract Position)

LEAP PUBLISHING SERVICES, Stow, OH (Remote Contract Position)

Subject Matter Expert in Finance and Accounting

Provided proofreading, editing, and copywriting services for McGraw-Hill business textbooks

- Coordinated with offshore team in Mumbai, India to meet extremely tight deadlines across time zones
- Secured additional subject matter experts for the publishers in related topics utilizing personal professional network

MR HOLDINGS GROUP, Edmonton, Canada (Remote Contract Position)

Financial Markets Analyst

Provided original research and market analysis based on current economic and financial events

- Wrote and published reports for publication on firm's website and newsletter

SEATS PUBLISHING COMPANY, INC., Dexter, MI

Assistant Editor

Assisted in the writing, designing, and publishing entertainment guides for major US cities

- Performed in-person and online research of entertainment venues in the greater Chicago area.
- Developed and maintained consistent contact with venue administrators to ensure receipt of accurate information.
- Contributed to book content including copy, design, and layout.

WALSH COLLEGE, Troy, Michigan, USA

Adjunct Associate Professor of Finance, Remote and On Ground

Contributed to creating and teaching a financial management course based on real-world applications.

- Experienced in utilizing online Learning Management Systems to create and deliver course content while coordinating with course designers in the following platforms: Educator, Desire2Learn, and Moodle.
- Developed unique classroom projects to simulate real-world activities.
- Maintained availability to students to provide guidance and extra assistance, with special emphasis on assisting adult learners whose schedules and needs differ from traditional students.
- Skilled working with small and large classrooms sizes ranging from 15-33 students, online and on ground.
- Began in an unpaid position; hired into a paid position after demonstrating excellence in teaching and working with administrators and students.

Faculty Research Assistant, Finance and Economics

Conducted financial and economic research and analysis with a focus on behavioral finance. Designed, wrote and implemented survey using the Qualtrics survey tool.

- Supported faculty in creating an economic sentiment survey soliciting consumer opinions from a business-educated population.
- Provided all preliminary research, literature reviews, and draft iterations needed to support survey creation.
- Wrote first drafts of press releases based on the results of data collected from the survey over 8 consecutive quarters.
- Acted as a liaison between finance faculty, IRB, college's marketing department, and outside PR team to communicate complex information throughout a long-term research project.
- Based on the success of the research, the organization received a \$50,000 grant from a local credit union to expand the survey.

Teaching Assistant

Served as Teaching Assistant for Macroeconomics 201 and Microeconomics 202

- Assisted Professor in all aspects of course logistics including maintenance of online components of coursework and student interaction.
- Presented lecture topics related to student reading assignments.
- Selected additional reading materials related to recent or historical events relevant to class objectives.
- Provided input into lecture and exam material design and content.

MERRILL LYNCH, Farmington Hills, MI

Registered Client Associate – Global Private Client Asset Management

Implemented a multi-faceted service program for high-net-worth clients.

- Held FINRA Series 7 and Series 66 designations and demonstrated thorough comprehension and adherence to corporate and financial industry rules and regulations.
- Performed stock and mutual fund research, created asset allocation models, and made portfolio recommendations to individual investors and small businesses.
- Monitored team's insurance and annuities sales and marketing.

Additional Education

UNIVERSITY OF MICHIGAN VERIFIED CERTIFICATE, Introduction to HTML, 2016

PEKING UNIVERSITY, Chinese for Beginners, 2016

Awards and Honors

Cato Institute University Bastiat Scholarship Recipient, 2009

Charles M. Bauervic Writing Competition Finalist, 2009

Skills and Interests

Communication Skills: Professional vocalist and voice teacher; Conversational proficiency in Mandarin Chinese, Basic proficiency in Serbo-Croatian, and Italian languages

Computer Skills: Microsoft Word, Excel, PowerPoint, Outlook; Adobe Photoshop; iMovie; Basic HTML, CSS, and Web Design; Blogger and Wordpress; Qualtrics Survey Tool

Research: Independent research in finance, economics, music, history, culture, language, and technology: Internet, database, and library