

# ALISON L. COLEMAN

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## SUMMARY

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Thirteen years of experience as a writer and communications strategist. Demonstrated excellence as a teacher of writers' workshops, professional writing programs, and undergraduate writing seminars. Impeccable editing skills.

## PROFESSIONAL EXPERIENCE

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**August 2017 – present** **Yale University Department of English | New Haven, CT**

Lecturer in English

- Designed the undergraduate writing seminar, “(Re)Defining Family,” offered each fall semester
- Strong course reviews, with all students reporting their level of engagement as “high” or “very high”

**October 2014 – present** **Yale University Office of the President | New Haven, CT**

Senior Communications Officer; February 2017 – present

- Provide high-level communications support to the president, provost, and secretary of the university
- Direct two major annual events (Yale College Class Day and opening ceremony at the Connecticut Open)
- Design and teach a series of career development writing classes for employees from all areas of the university
- Research, write, and edit Yale's regular ten-year reaccreditation self-study reports; other special projects vary

Director of Communications; October 2014 – February 2017

- Oversaw production and review of president's communications (written and verbal, internal and external)
- Researched and drafted a wide variety of written materials for the president; administered president's website

**October 2011 – October 2014** **Yale University Office of the Provost | New Haven, CT**

Special Assistant to the Provost; January 2013 – October 2014

Project Manager & Communications Specialist; October 2011 – January 2013

**October 2007 – July 2011** **Yale University Office of Development | New Haven, CT**

Assistant Director, Yale College; October 2008 – July 2011

Senior Program Coordinator, Principal Gifts; October 2007 – October 2008

**April 2005 – January 2007** **The Miami Herald | Miami, FL**

Copy Editor, Layout Designer, Features Writer

## EDUCATION

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**Doctoral Candidate in French Literature, International Communications (2004 – 2006)**

University of Miami; Coral Gables, FL

**Fulbright Scholar/Teaching Fellow (2003 – 2004)**

École Vauban; Versailles, France

**Bachelor of Arts in French Studies (1998 – 2002)**

Wesleyan University; Middletown, CT

### Additional Education:

- Undergraduate special student (advanced studies in French language and literature), Yale University (2001)
- Summer program in Paris, New York University (2000)

## LANGUAGES

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Fluent in French; proficient in Spanish; conversational in German and Italian; some Croatian

## HONORS, LEADERSHIP, & VOLUNTEERING

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Tutor, New Haven Reads; volunteer, Sanctuary Kitchen; fellow, Ezra Stiles College; friend, Guilford Free Library

## INTERESTS

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Travel, language study, reading and literature, historical research, food and wine, tennis, photography