

ALISON L. COLEMAN

SUMMARY

Sixteen 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

August 2017 – present

Yale University Department of English | New Haven, CT

Lecturer in English

- Design and teach multidisciplinary writing seminars including “(Re)Defining Family,” “Unplugged,” “How to Be a Writer,” and “Living History”
- Exceptional course reviews, with students reporting significant growth and confidence in writing techniques, consistent and constructive feedback, and highly effective introduction to college environment and resources

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, secretary, and other university leaders
- Direct major annual events, including Yale College Class Day and other ceremonies as assigned
- 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

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

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

INTERESTS

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