

# ALISON L. COLEMAN

ALISON.COLEMAN@YALE.EDU

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## SUMMARY

Nearly two decades of experience as a writer, strategist, and director. Demonstrated excellence as a teacher of writers' workshops, professional writing programs, and undergraduate writing seminars. Impeccable editing skills.

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## 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

Director of Special Projects; April 2021 – present | Senior Communications Officer; October 2014 – April 2021

- 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

### 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

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## 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)

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## LANGUAGES

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

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## INTERESTS

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