

ALLISON LAY

OBJECTIVE

To leverage my creativity, storytelling skills, and experience in various fiction genres to contribute compelling narratives and content in the publishing industry.

EXPERIENCE

Office Manager for Student Development Services

Sept 2023 - Present

- Monitor department budget for review by the Associate Vice President.
- Resolve internal personnel conflicts.
- Cross train with other managers and departments to provide coverage as needed while supervising daily office operations.
- Prioritize and assign tasks while coordinating schedules in order to support various institutional projects.
- Hire, train, and evaluate assigned personnel.
- Manage office inventory including resources for student success.
- Provide administrative support as needed such as taking meeting minutes, coordinating schedules, planning events, and organizing a fundraising event.

Freelance Editor and Author Coach

Jun 2020 - Present

Fiverr

- Edit or rewrite existing written material as necessary, and submit written material for client approval within the allotted time frame.
- Review written copy, and correct errors in content, grammar, or punctuation, following prescribed editorial style and formatting guidelines.
- Route proofs with marked corrections to authors for correction.
- Provide self-published authors with copyediting, developmental, and line editing services for their fiction manuscripts, resulting in over 500 four-star or higher Amazon reviews for my clients.
- Consistently provide a high-quality service to clients receiving nearly 100 five-star reviews.
- Coach self-published authors through plot development, character progression, and blurb creation services.
- Familiarity with Chicago Manual of Style, AP, APA, and MLA guidelines.

EDUCATION

Master of Fine Arts in Creative Writing

Spring 2024

Southern New Hampshire University

GPA: 4.0

Certification in Online Writing Instruction

Bachelor of Arts in Fashion Design

Spring 2017

Columbia College Chicago

GPA: 3.87

SKILLS

Customer Service | Microsoft Office | Microsoft Excel | Microsoft Outlook | Microsoft Word | Google Docs | Google Drive | Proofreading | Copyediting | Leadership | Training | Creative Writing | Time Management | Attention to Detail | Active Listening | Professional Communication | MLA | APA | AP | Chicago Manual of Style | Design | Organization | Asana | Slack | Microsoft Teams | Task Prioritization