|  |
| --- |
| Alison Hall[www.alisonhalleditorial.com](http://www.alisonhalleditorial.com) alison@alisonhalleditorial.com |

**Summary**
• 35 years of professional writing, editing, and proofreading for magazines, websites, and books
• Skilled collaborator, quick study, responsive, adaptable

|  |
| --- |
| **Experience** |

**ALISON HALL EDITORIAL** *Sudbury, MA*January 2018–Present**Copywriting**
• Clear, compelling copy for websites, promotional materials, conference guides, white papers

**Editing**
• Meticulous editing, copyediting, and proofreading for agencies and authors across genres and topics
• Comfortable with a strict style guide or able to loosen the stylistic reins as required; ability to create a style guide
**Transcription**
• Secure, accurate, 100% confidential

### **MEETINGSNET.COM** *New York, NY*September 1992–October 2016**Editor**, **copyeditor**, **writer**—monthly print magazine**Content producer**, **editor**—educational, networking, and news-oriented website **Writer**, **editor—**daily and weekly online newsletters*Topic specialties:* adult learning, motivation, employee engagement, business travel, negotiation, women at work, event planning, convention management, hotels and hospitality

### **INSTITUTIONAL INVESTOR** *New York, NY*August 1987–May 1989**Copyeditor**—domestic and international editions of monthly finance-industry magazine

|  |
| --- |
| **Education** |

**• Colgate University**, BA, English

**• Boston University**, MA, Creative Writing

**• George Washington University**, Certificate, Paralegal Studies

**• Northeastern University**, MA, Nonprofit Management (expected 2024)