

## Allison Haigh

122 River Court  
Brooklyn, NY 11211  
(555) 555-1234

[allison.haigh@stu.bmcc.cuny.edu](mailto:allison.haigh@stu.bmcc.cuny.edu)

### EDUCATION

**Borough of Manhattan Community College**, New York, NY

Associate in Arts Degree; Major: **Liberal Arts**

Expected Graduation Date: May 2017

### RELATED COURSES

- English Composition
- Advanced Expository Writing
- Writing in the Community
- News Writing and Reporting
- Technical Writing and Editing
- Explorations in Nonfiction Writing
- Mass Media Communications
- American Literature

### PROFESSIONAL EXPERIENCE

**Literacy Tutor**, *Monroe YABC*, Brooklyn, NY

June 2011 – Present

- Encourage and support adult learners by providing one-on-one tutoring
- Design lessons based on learners' individual needs and interests
- Update and retain records of the learner's progress including attained goals
- Meet with staff quarterly to discuss goal setting and celebrate students' goal achievement

**Editorial Intern**, *Simon & Schuster*, New York, NY

January 2010 – May 2011

- Contributed to the day-to-day workings of the publisher's office by participating in editing, design, sales, and marketing
- Checked facts and conducted research for guidebooks and regional publications
- Read and evaluated unsolicited manuscripts for the Assistant Editor
- Proofread copy and supported the production staff
- Assisted in developing the Fall 2011 sales catalog
- Served as a liaison with local and regional bookstores
- Responded to queries from booksellers throughout the US and Canada
- Invited to stay on for an additional semester by the Assistant Editor

### ACTIVITIES & VOLUNTEER WORK

**Borough of Manhattan Community College**, New York, NY

*The Sound Yearbook*, Contributing Writer, 2014 – Present

**English Department Outreach Program**, 2014 – 2015

- Outreached to students of underrepresented populations at Brooklyn area high schools to encourage and promote daily reading

### COMPUTER SKILLS

- Proficient in Microsoft Word and Excel; intermediate Adobe PageMaker, Adobe Illustrator, Macromedia Dreamweaver, Macromedia Fireworks