

Allyson Rudolph

allyson.rudolph@gmail.com / 630.542.4619 / @allysonrudolph

EMPLOYMENT HISTORY

Associate Editor / The Overlook Press

New York, NY, 9/2014–2/2016

Solely responsible for as many as 80 frontlist fiction and nonfiction titles per year, from acquisition to shelf

- + Represented Overlook at ABA's Winter Institute, increasing sales and author events at independent bookstores
- + Leveraged personal connections to generate publicity for books outside normal scope of Overlook's publicity capabilities
- + Implemented chat-based communication system to facilitate information-sharing and workplace efficiency
- + Mentored interns and younger colleagues

Assistant Editor / Grand Central Publishing

New York, NY, 1/2013–9/2014

Provided dependable, and efficient editorial and administrative support for an executive editor and a senior editor while editing and pursuing acquisitions of my own

- + Co-founded and ran The League of Assistant Editors, a professional organization offering results-oriented networking events for young agents and editors, with the enthusiastic support of Grand Central Publishing's editorial department
- + Participated in corporate strategy conversations and materially assisted with Hachette's acquisition of Hyperion Books in June 2013
- + Created and managed weekly Twitter hashtag campaigns (in consultation with digital marketing manager), one of which trended nationally for hours; posted regularly to brand Twitter and Tumblr
- + Led brainstorming and design-thinking sessions for Health and Wellness Committee to determine office wellness needs and appropriate next actions

Editorial Assistant / Hyperion Books

New York, NY, 11/2011–1/2013

Provided dependable and efficient support for VP, Executive Editor and Director of Synergy

- + Spearheaded department clean-up and oversaw secure storage and disposal of paper archives in preparation for office move
- + Developed synergy content individually and in multi-day Disney-facilitated story workshops
- + Worked closely with digital marketing manager to revitalize brand identity on social platforms and increase followers and engagement

Editor / Magination Press

Washington, DC, 9/2010–8/2011

Developed 6–8 titles per year from acquisition to bound book; provided managing editorial support for entire imprint

- + Instituted database and file system for tracking and generating data related to hundreds of unsolicited paper submissions
- + Launched Magination Press social media initiative and managed social accounts

Production Editor / CQ Press

Washington, DC, 7/2007–9/2010

Solely responsible for 4–8 textbook and reference works per year from copy edit to bound book

- + Led transition to all-digital workflow and trained senior colleagues on new technologies
- + Instituted database system for tracking and paying freelancers working on multi-volume reference works

Proofreader, copy editor / EEI Communications

Arlington, VA, Summers 2005, 2006

Vigilantly protected client projects from typos and style errors

(see next page for long-term volunteer work, education, digital competencies, etc.)

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LONG-TERM VOLUNTEER WORK

Ombudsperson, BinderCon* LA 2015

- + Friendly but firm primary point of contact at LA conference site, available to address any attendee, speaker, or staff concerns
- + Drafted, with input from BinderCon staff and founders, internal use-only talking points and statements for communicating sensitive positions to the community

Co-chair of Programming, BinderCon NYC 2014

- + Generated keynote, panel, and event ideas, and contacted and signed speakers and workshop leads for inaugural professional conference of women and gender nonconforming writers (Participants included Jill Abramson, Leslie Jamison, Jenny Lumet, Jenna Wortham, Amanda Hess, and dozens more agents and published writers)
- + Worked with founders to launch monthly workshop series for professional writers

826DC** Core Volunteer, 3/2008–9/2011

- + Co-managed the Young Adult Book Project and oversaw editing and publication of the project's print book capstone
- + Co-organized annual Moustache-a-Thon—a month-long fundraising event with weekly check-ins
- + Tutored after school and at in-center field trips, staffed the storefront, copy edited volunteer communications, prescreened potential volunteers at new-volunteer orientations, assisted with anything else, from folding 'zines to converting InDesign files to pouring wine at fundraisers, whenever I could, as needed

EDUCATION

Colby College, Waterville, Maine

B.A. in Philosophy, May 2007

- + Dean's List, summa cum laude, honors and distinction in Philosophy
- + Honors Thesis, Philosophy: 60 page, 5-chapter thesis examining collective moral responsibility and corporate ethics
- + Awardee, James Grant Memorial Prize from the University of Edinburgh
- + Post-graduate non-credit coursework in business fundamentals and tactics at General Assembly (course completed May 2014) and film studies at The New School (course completed May 2013)

DIGITAL COMPETENCIES

- + Expert user and trainer: Microsoft Office Suite, Adobe Acrobat Pro, Tweetdeck, Hootsuite, Slack, Google Apps, Google Trends
- + Proficient user: Wordpress, Squarespace, Adobe Creative Suite, Google Analytics, Citrix, SAP, BAITS

ETC.

I've taught existential philosophy at the Brooklyn Brainery, participated in a Design Gym user interface design workshop with the Mozilla Developer Network, jumped rope to music in the Punk Rope Games, and attended a radical creativity retreat in the Hudson Valley. When I was 17, Wayne Coyne of the Flaming Lips thanked me, in writing, for being organized.

**BinderCon is a professional development conference for women and gender-nonconforming writers, launched in 2014*

***826DC is a nonprofit organization dedicated to fostering creative and expository writing skills in students ages 6–18; it is part of a national family of writing centers founded by the author Dave Eggers in San Francisco in 2002*

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Select Titles (acquired, edited, and/or collaborated)

