

ALLISON MORRIS

WRITER, RESEARCHER & EDITOR

PROFILE

Detail-oriented. Organized. Creative. Versatile skill set with experience in communications, social media, event planning, international relations, and education. Specialize in arts and entertainment writing, project editing, and research.



SAN DIEGO, CA

ALLISON.M.MORRIS@GMAIL.COM

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(619) 708-8792

SKILLS

EDUCATION

MASTER OF FINE ARTS, CREATIVE WRITING FOR ENTERTAINMENT
Full Sail University
2015-2016

BACHELOR OF ARTS, ENGLISH (CREATIVE WRITING EMPHASIS)
Double Minored Asian Studies & History
Mills College
2007-2011

WRITING & EDITING



SOCIAL MEDIA MANAGEMENT



CONTENT DEVELOPMENT



RESEARCH



EXPERTISE

BLOGGING & INTERVIEWS
MICROSOFT OFFICE SUITE
ADOBE CREATIVE SOFTWARE
EVENT PLANNING
PROFESSIONAL DEVELOPMENT
ADMINISTRATIVE ASSISTANCE

EXPERIENCE

WRITER, RESEARCHER & EDITOR

More than nine years of writing, editing, and publishing experience as a freelance writer, researcher, and editor, specifically with small businesses and individual clients.

- Work with clients to research, edit, and write business proposals, grants, reports, project scripts, and blog posts.
- Provide clients with quality materials in a timely manner and within budget.
- Independently publish blog posts, fiction, and nonfiction.

FREELANCE

SAN DIEGO, CA
TOKYO, JAPAN

2013-2022

SOCIAL MEDIA INTERN & CONTENT CONTRIBUTOR

Directed by Women is a social media initiative that supports women directors and their work, and encourages an ongoing dialogue regarding women filmmakers and their contributions to the entertainment industry.

- Interviewed women directors to feature on Directed by Women's *Conversation Series*.
- Researched and followed social media accounts for film directors and their works.
- Designed, created, and published shareable images for Instagram, Facebook, and Twitter to refer traffic back to the Directed by Women website.

DIRECTED BY WOMEN INITIATIVE

LOS ANGELES, CA

2017-2018

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EXPERIENCE (CONTINUED)

WAKAYAMA REGIONAL CHAPTER COORDINATOR

AJET is an independent, self-supporting organization that promotes and supports the JET (Japan Exchange & Teaching) Program and its participants.

- Researched and organized over 25 events, including cultural experiences, dinners, lectures, fundraisers, charity events, etc.
- Acted as social media liaison between prefectures in Kansai.
- Responsible for handling the financial records for over 20 projects and events.
- Represented Wakayama AJET and supported Prefectural Advisors at government-sponsored orientations and seminars.

AJET
THE ASSOCIATION
FOR JAPAN
EXCHANGE &
TEACHING

WAKAYAMA, JAPAN

2012-2014

ENGLISH AS A SECOND LANGUAGE (ESL) EDUCATOR

Founded in 1987, the JET Program allows young professionals to work in schools, Boards of Education, and government offices throughout Japan. JET is the only teaching exchange program managed by the Japanese government.

- Developed original lesson plans and taught English and cultural studies to Japanese students at five junior high schools, six elementary schools, and three kindergartens.
- Planned and led quarterly instructional workshops for Japanese Teachers of English (JTEs) and primary school teachers.
- Provided administrative assistance and translation aid to the local Board of Education and Shingu City Hall.

JAPAN EXCHANGE
& TEACHING (JET)
PROGRAM

WAKAYAMA, JAPAN

2008-2011



ALLISONMICHELLEMORRIS

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