

Allison Duffy-Davis

267-245-4556 | allisonduffy@gmail.com
Philadelphia PA 19146

Experience

Plain English Foundation

Remote

Consultant Editor

May 2022 – present

- Transform the structure and language of complex documents – such as legal agreements – into clear, concise texts using substantive editing techniques
- Develop MS Word templates for organizations to use when drafting documents such as ministerial briefs, correspondence and reports
- Evaluate client material to measure their writing standards for certain genres

Major League Baseball

Remote

Project Editor

Sept 2022 – present

- Copy-edit articles for the Official League Championship Series and World Series souvenir event programs
- Help organize and manage workflow to meet deadlines
- Review and approve proofs before printing

Plain English Foundation

Sydney, Australia

Editor

Feb 2018 – Sept 2022

- Performed substantive editing, created templates and evaluated material as above
- Managed the Foundation's social media pages and annual Worst Words campaign
- Updated website content using Liferay and WordPress CMS
- Created email marketing campaigns in Mailchimp to support business development
- Helped develop internal projects, including custom e-learning modules and a proprietary style guide

Major League Baseball Advanced Media

New York, NY

Managing Editor, Consumer Media

April 2016 – Sept 2017

- Coordinated the editorial calendar for the department's annual publications (All-Star Game, League Championship Series and World Series programs, and *Little League Magazine*)
- Produced the annual World Series champions' official retrospective publication
- Managed a team of up to 4 assistant editors and interns, as well as dozens of freelance writers, to ensure each project flowed according to schedule
- Pitched and wrote feature stories for MLB.com and SportsonEarth.com
- Repurposed print material for MLB.com and published it using an in-house CMS
- Maintained club-specific pages of MLB.com, such as Yankees Magazine Online, to showcase long-form material

Major League Baseball Properties

New York, NY

Associate Editor, Publishing

Oct 2012 – April 2016

- Planned and organized all content for front-of-book sections in MLB's jewel event programs, plus 5 yearly issues of *MLB Insiders Club Magazine*
- Received press credentials for and covered Spring Training, 5 All-Star Games and 5 World Series, and interviewed current and former players
- Collaborated with MLB clubs on large commemorative books, including *Fenway Park: 100 Years* and *A Century of Wrigley Field*, from draft stage through printing
- Helped produce MLB's first fantasy baseball magazine

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Major League Baseball Properties

New York, NY

Project Assistant Editor

May 2009 – Oct 2012

- Wrote and copy-edited short pieces for all official MLB publications
- Edited layouts using Adobe InDesign publishing software

Staten Island Advance

Staten Island, NY

Freelance Writer

February – May 2014

- Wrote weekly for the legacy desk and fact-checked all information provided

Volunteer work

Dress for Success

New York, NY & Sydney, NSW

Personal Shopper and Career Support

Jan 2017 – Jan 2018

- Helped women build confidence and re-join the workforce

Skills

- Adobe Creative Suite: InDesign, Photoshop
- Plain English
- AP Style
- Microsoft Office: Word (including document design), Excel, Outlook, PowerPoint

Education

NYU School of Professional Studies

May 2014

Accelerated certificate in sports business operations

Marist College

May 2010

Bachelor of Arts in Communications, Summa Cum Laude
Concentrations in Journalism and Sports Communication