



## Resumé

### Allison M. Ball

#### Experience

**Account Executive;** 2004 to present  
Custom Management Group, LLC

Responsible for oversight and management of non-profit association clients, serving as Executive Director or Program Director: responsibilities include communicating with members, committees and Board of Directors; administrating Annual Meetings and trainings, including design of marketing materials, registration, attendee resources, fundraising, special events, audio visual, catering, exhibit management, on-site supervision and interaction with planning committees, volunteers, and presenters; conducting fund development programs including grant applications and proposals; liaising with affiliated organizations to promote client programs; designing, editing, and publicizing newsletters and membership directories; designing and maintaining membership databases; designing and maintaining internal filing procedures; writing and editing client policies and procedures; overseeing new member application, dues, and meeting registration processing; designing and overseeing distribution of yearly dues invoices; and maintaining websites.

**Public Radio Service Representative;** 2003 to 2004  
National Public Radio

Responsible for training and assisting public radio station personnel using new Web-based exchange system; administrating website; publicizing and scheduling programs for producers; editing audio digitally and wrote copy for bi-weekly promotional feed; writing and disseminating updates to the schedule; informing stations of impairments to programs; liaising between uplinks and program directors; coordinating with stations to schedule emergency feeds.

**Managing Editor;** 2001 to 2003  
American Educational Research Association *and* National Council of Measurement in Education

Responsible for managing production of two flagship journals, one published nine times per year and one published quarterly, as well as an annual publication; managing tight deadlines by interacting with many editors, authors, advertisers, vendors, and members from copyediting to layout and design to final mailing; coordinating manuscripts from numerous editorial teams; establishing workflow; creating and managing editorial schedules; keeping journal publications on schedule; streamlining editorial processes and enhancing journal design; developed a strong membership business section; designing cover for 2002 and 2003 Annual Meeting Programs.

**Editorial Proofreader; 2001**

EEI Communications

Responsible for identifying and correcting error in style, grammar, and spelling within newsletters, proposals, textbooks, and reports for Booz Allen Hamilton among others.

**Editorial Intern; 2000**

*Ms. Magazine*

Responsible for writing articles profiling individuals and organizations; initiating research for editors and writers; fact-checking articles for publication; reporting on emerging issues and current events, interviewing potential subjects, and evaluating newsworthiness; providing review and critique of proposed and current articles at editorial meetings; interacting with readers; evaluating manuscript submissions.

**Research Consultant; 2000**

Third Wave Foundation

Responsible for developing research and contacts for the first ROAMs, now an annual national networking tour; initiating outreach to variety of nonprofit and community development groups; organizing travel arrangements and logistics for tour; allocating funds for grant recipients.

Education

University of Virginia, B.A., Anthropology, 2000; Dean's List

Computer Skills

Proficient with Microsoft Windows and Office Professional including Word and Excel; Filemaker Pro 7.0; QuarkXPress. Experience with *iMIS 15* Association Management System.

Professional Training

**American Society of Association Executives (ASAE)**

ASAE Annual Conference, August 2008

Hotel Operations Program, November 2005

**EEI Communications**

QuarkXPress 4.0 Beginner; 2001

QuarkXPress I; 2001

Intensive Introduction to Copyediting; 2001

**McClung Companies Training Program**

Essentials for Design: Adobe Photoshop CS Level Two, November 2005

**NiUG International** [*iMIS Users Group*]

NiUG Annual Discovery Conference, September 2009

Resumé – A. Ball

January 2010

Page 3 of 3

**SkillPath/CompuMaster**

The Essentials of Crystal Reports, November 2009

**Thomas J. Pinowar & Associates**

QuarkXPress In Action; 2002

**University of Virginia School of Continuing Education and Professional Studies**

Introduction to Grant Writing; 2004