

**Alison Fyfe (she/her)**

Montreal, Canada

(514) 449-2011

[alisonfyfe10@gmail.com](mailto:alisonfyfe10@gmail.com)

[www.linkedin.com/in/alison-fyfe](http://www.linkedin.com/in/alison-fyfe)

July 25, 2024

Dear Hiring Manager,

I am an experienced mixed-methods researcher, freelance academic editor, and writing tutor and consultant seeking a full-time role that leverages my skills in these fields. With a strong background in editing, research, writing, critical thinking, and scholarly analysis, I am confident in my ability to make significant contributions to your company.

Throughout my academic career in criminology and communication studies, I have developed a robust interdisciplinary research background. For instance, I have taken numerous quantitative and qualitative research courses at both the undergraduate and graduate levels, and my comprehensive exam analyzed a selection of literature on media and crime. My research and teaching assistantships at McGill University and Ontario Tech University further refined my research, writing, and editing skills.

Moreover, my master's thesis was a mixed-methods study that involved framing analysis, thematic analysis, and descriptive statistics. I collected and analyzed news coverage in two Toronto newspapers and demonstrated a gendered and raced moral panic around girls' bullying in the late 1990s. The results also highlight the negative impacts this moral panic had on Ontario's youth policies, specifically the Youth Criminal Justice Act (2003). This work resulted in a paper, two conference presentations, a McGill Best Paper prize, and a publication in a peer-reviewed journal. Finally, I have a proven track record of securing funding, having won over \$200,000 in funding for myself, my supervisors, and my clients.

As a researcher, academic language editor, and writing tutor and consultant, I have consistently delivered high-quality outputs (e.g., research and writing). I am eager to bring my expertise to your company and contribute meaningfully to your projects. Thank you for considering my application; I look forward to discussing my qualifications further.

Sincerely,

Alison Fyfe, (Hons) B.A., M.A.

# Alison Fyfe

Montreal, Canada • (514) 449-2011 • [alisonfyfe10@gmail.com](mailto:alisonfyfe10@gmail.com) • [www.linkedin.com/in/alison-fyfe](http://www.linkedin.com/in/alison-fyfe)

## PROFESSIONAL SUMMARY

---

*Experienced mixed-methods researcher, freelance academic editor, and writing tutor/consultant seeking full-time employment. Proficient in mixed methods and interdisciplinary research, scholarly writing and editing, document management, teaching, coaching, and consulting. Demonstrated ability (1) to help produce high-quality, publishable research and academic writing; (2) to win funding; (3) to write, edit, and consult on writing peer-reviewed journal articles, grant applications, reports, research proposals, and more.*

## SKILLS

---

- **Research:** Trained in quantitative and qualitative research at the undergraduate and graduate levels. Experienced in designing and conducting research, and writing about complex research.
- **Scholarly Support:** Adept at assisting and problem-solving with scholars and students across diverse topics and fields to enhance their research methods and guide them through the writing, editing, and peer-review processes.
- **Editorial Expertise:** Provides constructive and diplomatic editorial advice that significantly enhances the quality of research and writing.
- **Interpersonal Skills:** Maintains professional relationships and effective communication with colleagues, clients, and stakeholders.
- **Confidentiality & Professionalism:** Maintains confidentiality and professionalism while managing multiple projects concurrently.
- **Critical Thinking:** Applies advanced critical thinking to analyze complex scholarly topics, identify key insights, and ensure rigorous academic standards.
- **International & Interdisciplinary:** Excels at international and cross-disciplinary discussion.
- **Adaptability & Learning:** Fast and adaptive learner with a keen eye for detail.
- **Document Management:** Strong capacity to create, format, convert, store, organize, and share documents in digital format.
- **Language Proficiency:** Advanced written and verbal English communication skills; intermediate spoken French; beginner-level written French.
- **Style Guide Application:** Adept at learning and applying various style sheets and guides (e.g., APA 7) to ensure consistency and accuracy in writing.
- **Time Management:** Advanced time-management and organizational abilities (e.g., scheduling meetings and managing online archives) for efficient project completion.
- **Teamwork & Feedback:** Skilled in collaborating with team members to achieve common goals and welcomes feedback to enhance processes and results.
- **Literature:** Trained and experienced in using online search engines and literature databases, summarizing research, and writing literature reviews.
- **Software:** Trained in SPSS, with the ability to quickly re-learn. Expert in Microsoft Word; intermediate proficiency in other Office 365 programs. Proficient with Adobe Acrobat Reader and Google Suite, and a fast learner of new technology.

## EDUCATION

---

### *Fundamentals of Editing Standards (course)*, 2024

Queen's University Professional Studies

Issued: Apr 2024, Credential ID: [102032356](#)

### *Ph.D. Candidate in Communication Studies (Graduate Option in Gender and Women's Studies)*, 2011–2018

McGill University, Montreal, Quebec

Concentrations: Cultural and media studies of crime and deviance from an intersectional perspective

Supervisor: Dr. Carrie A. Rentschler

Current Status: *Paused*, all but dissertation (A.B.D.)

### *M.A. in Criminology*, 2009–2012

Ontario Tech University, Oshawa, Ontario

Concentrations: Cultural and media studies of crime and deviance from an intersectional perspective

Supervisors: Drs. Walter DeKeseredy, Molly Dragiewicz, & Judith Grant

Thesis Title: Mean Girls in the Press: A Content Analysis of Two Toronto Newspapers

### *B.A. (Hons) in Criminology and Justice*, 2003–2007

Ontario Tech University, Oshawa, Ontario

Honours: Dean's List

## WORK EXPERIENCE

---

### **Editor Positions:**

*Freelance Academic Editor, Researcher, Writer, & Consultant*, 2019–Present

Alison Fyfe, Montreal, Quebec

A full-time freelance academic editor specialized in editing, proofreading, formatting, writing, and qualitative research coaching and consulting. Experienced in producing high-quality, interdisciplinary research and writing. Website: <https://alisonfyfe.wordpress.com/>

*Freelance Editor & Writer*, 2014–2019

Alison Fyfe, Montreal, Quebec

A casual freelance editor and writer who assists with a variety of writing projects.

*Editor-in-Chief & Feature Writer*, 2015–2016

The Security Bulldog, Montreal, Canada

Editor-in-chief and feature writer at a print and online hacking newspaper. This newspaper is no longer in print.

### **Graduate Student Teaching Assistantships:**

*Introduction to Communication Studies*, Winter 2016

McGill University

Supervisor: Dr. Christopher Gutierrez

Responsibilities: Graded student assignments and exams, held weekly office hours, answered student questions, attended class and meetings, reviewed drafts of student papers, used MyCourses to upload grades, led weekly conferences, and moderated student discussions.

*Advanced Justice Studies*, Summer 2011

Ontario Tech University

Responsibilities: Graded student assignments and exams, provided feedback on student assignments and papers, mastered class content, held weekly office hours, used MyCourses to upload grades, and answered student questions.

*Sociological Theories of Crime*, Winter 2011 & 2010

Ontario Tech University

Supervisor: Dr. Arshia Zaidi

Guest Lectures: “Feminist Theories of Crime” & “Social Learning Theory”

Responsibilities: Taught two guest lectures, attended class and meetings, graded student assignments and exams, helped design grading rubrics, held weekly office hours, answered student questions, and used MyCourses to upload grades.

*Writing for the Social Sciences*, Fall 2010, Summer 2010, & Fall 2009

Ontario Tech University

Supervisor: Dr. Brian Cutler

Responsibilities: Led tutorials for two sections of the course (~70 students in 4 weekly tutorials), attended class and meetings, mastered class content (e.g., APA style, 6<sup>th</sup> Ed.), designed lessons for tutorials based on the learning objectives, held weekly office hours, answered questions, provided feedback to students for their writing, designed exam review material, used MyCourses to upload grades, and graded student assignments and exams.

### **Other Teaching Positions:**

*English as a Second Language Teacher*, Sept. 2007–March 2009

AEON Corporation, English Conversation School, Japan

Responsibilities: Mastered two AEON lesson formats (grammar and conversation), taught an average of seven 50-minute classes five days a week, interviewed prospective students and determined their appropriate level of study, practiced English discussion with students between classes, provided students with feedback for improvement, and designed courses and special classes, such as “English Christmas Karaoke” and “English Writing Logic.”

*Undergraduate Student Teaching Assistant*, Summer 2006

Course: Computing for the Social Sciences

Ontario Tech University

Supervisor: Dr. Brian Campbell

Responsibilities: Helped lead tutorials, answered student questions, mastered class content on computing basics (e.g., Microsoft Office Suite and WebCT), held weekly office hours, and graded student assignments and exams.

*Undergraduate Student Teaching Assistant*, Summer 2005

Course: Computing for the Social Sciences

Ontario Tech University

Supervisor: Dr. Brian Campbell

Responsibilities: Same as above.

### **Research Assistantships:**

*Graduate Research Assistant with Define The Line*, Fall 2016–Summer 2018

Supervisors: Drs. Carrie A. Rentschler & Shaheen Shariff

McGill University

Responsibilities: Edited and proofread manuscripts for peer review, collected and reviewed literature, transcribed interview recordings, analyzed interview data, and attended meetings and conferences.

Website: <https://rb.gy/3xcifv>

*Graduate Research Assistant*, Fall 2011–Summer 2014  
Supervisor: Dr. Carrie A. Rentschler  
McGill University  
Responsibilities: Transcribed interviews, collected and analyzed literature, aided with grant applications, edited and proofread papers for submission to journals, helped set up and run the McGill University symposium in 2013 called “Girlhood Studies and the Politics of Place: New Paradigms of Research.”

*Graduate Research Assistant*, Summer 2010  
Supervisor: Dr. Brian Cutler  
Course: Writing for the Social Sciences  
Ontario Tech University  
Responsibilities: Generated and edited a bank of multiple-choice test questions regarding APA style, 6<sup>th</sup> Ed.

*Undergraduate Research Assistant*, Fall 2006–Summer 2007  
Supervisor: Dr. Brian Campbell  
Ontario Tech University  
Responsibilities: Assisted in a research project on the influence of computer and console gaming on high school students’ attitudes toward learning, created an SPSS database, and entered survey responses from two different survey projects into the database.

*Research Ontario Diversity Demographics*, Fall 2006  
Ontario Healthy Communities Coalition  
Responsibilities: Updated the nonprofit’s demographics information regarding diversity in Ontario and created a “Diversity Inclusion Charter” for the OHCC.

## CONFERENCE PRESENTATIONS

---

Fyfe, A. (2011, November 7). Mean girls in the press: A content analysis of two Toronto newspapers. *American Society of Criminology*, Conference of 2011, Washington, DC.

Fyfe, A. (2011, March 5). What about the mean girls? A comparative review of the research on news representations of female aggression in Canada and the United States. *Academy of Criminal Justice Sciences*, Conference of 2011, Toronto.

## FUNDING RECEIVED

---

***The total funding amount awarded between 2003 and 2019 is over \$100,000, and additional funding won for clients and supervisors is also over \$100,000 since 2015.***

### ***Business Funding***

*Self-Employment Support Measure / Soutien au Travail Autonome* (2019)  
Emploi-Quebec, \$28,123.60

### ***Academic Fellowships, Scholarships, & Awards***

*Graduate Excellence Fellowship* (2016)  
McGill University, \$1,000

### **SSHRC Doctoral Fellowship (2013)**

Tri-Council Scholarship, \$40,000

*Graduate Excellence Fellowship* (2012)  
McGill University, \$13,000

*Friends Committee Graduate Best Paper Prize in Gender and Women’s Studies* (2012)  
McGill University, \$1,000  
<https://www.mcgill.ca/igsf/graduate/awards#>

*Arts Graduate Student Travel Award* (2011)  
McGill University, \$1,000

*Frank and Judith Kunz Fellowship in Humanities* (2011)  
McGill University, \$5,000

*Graduate Excellence Fellowship* (2011)  
McGill University, \$16,100

*Undergraduate Entrance Scholarship* (2003)  
Carleton University, \$4,000

## PUBLICATIONS

---

Fyfe, A. (2014). News and the Social Construction of Risky Girls. *Girlhood Studies: An Interdisciplinary Journal*, 7(1).

Fyfe, A. (2012). [Review of the books *Between Good and Ghetto: African-American Girls and Inner-City Violence*, by N. Jones; *The Delinquent Girl*, by M. Zahn (Eds.); *Beyond Bad Girls*; *Gender, Violence and Hype*, by M. Chesney-Lind and K. Irwin]. *Feminist Formations*, 24(1), 197-202.

Fyfe, A. (2011). *Mean Girls in the Press: A Content Analysis of Two Toronto Newspapers*. [Thesis for Master of Arts in Criminology, Ontario Tech University]. Advisor: Walter DeKeseredy.