

# Dustin J Allen

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## Core competencies

- **Professional writing:** Authoring web content, UX copy, user guides, educational content, creative writing, internal policies, user-facing instructional content, and more.
- **Editing:** Grammar & style optimizing, proofreading with traditional mark-up or Adobe and Microsoft tools, content re-structuring, fact-checking, document formatting; experience with proofreading as well as structural/substantive, line, and copy editing.
- **Tools & platforms:** Adobe FrameMaker, Madcap Flare & Flare Online, Visual Studio Code, Microsoft Word, Figma, Canva, Notion, and various AI tools.

## Professional Experience

### Freelance Writer, Editor, and Content Specialist

*2015 - Present | International*

- Provide professional writing and editing for clients across many countries and industries.
- Currently ghostwrite professional newsletters for Forbes-featured entrepreneur.

### Teaching & Research Assistant | University of Toronto

*September 2021 - April 2024*

- Designed and delivered instructional content for 10 courses across 7 semesters, leading weekly tutorial lectures and discussion sessions. Handled grading responsibilities and held office hours to help teach students how to write essays.
- Authored index for Dr. Andrew Sepielli's "Pragmatist Quietism" (Oxford University Press).

### Writer & Historical Interpreter | Barkerville Historic Town & Park

*2011-2020 (seasonal) | Barkerville, British Columbia*

- **Technical & Administrative Writing:** Authored successful grant applications and internal policies for Western North America's largest historic site.
- **Educational Content Development & Creative Writing:** Wrote and created original educational programming and theatre productions. Collaborated with historians, educators, and park management to write, direct, and perform visitor-centered interpretive programs. Prioritized accessibility and engagement across age groups and backgrounds.

## Teaching Artist | Theatrino

*2014-2015 | Italy*

- Designed and facilitated creative workshops in creative writing and performance. Customized instructional materials and activities for non-English speaking audiences.
- Managed intensive week-long production workshops, including staging "Grease" with 40 Italian Youth participants who hardly spoke English.
- Position classified under TESOL (Teaching English to Speakers of Other Languages).

## Education

### Seneca Polytechnic – Graduate Certificate in Technical Communication

*May 2025-April 2026*

- Received “President’s Honours” for 4.0 GPA in first semester.
- Courses in Technical Writing, Editing, UX Writing & Design, Instructional Design, Programming (HTML, CSS, Javascript) and Web Design, Structured and Unstructured Authoring, Online User Assistance, and more.

### University of Toronto - Master of Arts in Philosophy

*September 2021 - November 2022*

- Fully funded through University of Toronto Fellowships & Scholarships.
- Specialized in Ethics and Political Philosophy.
- Graduated with A+ GPA.

### MacEwan University - Bachelor of Arts in Philosophy

*2017-2020*

- Award for Academic Excellence in Philosophy (2018-2019); Dean's List (2018-2020); nominated for President's Medal of Academic Excellence & Student Leadership (2020).

## Service & Community Engagement

### Adult Literacy Tutor | West Neighbourhood House

*2024 - Present*

- Deliver individualized, learner-centered literacy instruction to adult learners.
- Apply learner-centered adult education principles to create personalized learning experiences.

- Completed AODA (Accessibility for Ontarians with Disabilities Act) training and comprehensive 5-week orientation with The West Toronto Literacy Learning Collaborative.

### Judge | Ontario Ethics Bowl

*2021 - Present*

- Volunteer judge for provincial competition introducing moral philosophy and critical thinking to Ontario youth.
- Evaluate presentation clarity, logical reasoning, and effective communication of complex ideas.

### Touring Performance Artist | Clowns Without Borders

*2019*

- Created and performed educational content for displaced populations in refugee camps across Bosnia, Serbia, and Romania.
- Managed organizational social media presence and contributed written content to official website.
- Developed culturally sensitive, accessible communication strategies for vulnerable audiences.

### Co-Founder & Program Director | Kids4Cameras

*2013-2017*

- Co-founded nonprofit organization supporting at-risk children and youth.
- Facilitated creative workshops and provided resources for self-expression through visual media.
- Managed diverse creative and administrative responsibilities, including content creation and stakeholder communication