

ALISON KILIAN

Ghostwriter, Editor, Book Coach

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PROFESSIONAL SUMMARY

Experienced ghostwriter, editor, and book coach with 10+ years experience. I help entrepreneurs and executives craft business books people actually want to read.

EDUCATION

FREIE UNIVERSITÄT BERLIN, Berlin, Germany

MA, Comparative Literature

October 2010 – January 2013

- GPA: 1.3 (German scale, 1-5, 1 being best).

MCGILL UNIVERSITY, Montreal, Canada

BA with Great Distinction, English/Cultural Studies, African Studies

September 2004 – May 2007

- GPA: 3.67 (North American Scale, 1-4, 4 being best).

GEORGETOWN UNIVERSITY, Washington, D.C.

Professional Writing Certificate, Journalism & PR

May – July 2006

- GPA: 3.8 (North American Scale, 1-4, 4 being best).

EXPERIENCE

FORBES BOOKS, Remote

Ghostwriter, Book Coach, Editor, January 2022 – Present

As a contract ghostwriter, book coach, and editor for Forbes Books, I work with C-suite executives and entrepreneurs to establish thought leadership platforms using both short- and long-form content.

- **Ghostwriting:** Collaborate with authors to develop compelling narratives and storylines.
- **Book coaching:** Support authors who want to write their own books, coaching them on story arc. Guide authors through book creation, from concept to final manuscript sign off.
- **Editing:** Edit full-length book manuscripts for style, grammar, structure, and flow. Ensure manuscripts are consistent with the Chicago Manual of Style.
- **Editorial Management:** Manage multiple editorial projects simultaneously, taking them from initial draft to publication-ready manuscript. Coordinate with design and production teams to prepare manuscripts for publication.

ASK-COMMUNICATIONS, Vienna, Austria

Ghostwriter and Communications Strategist, February 2015 – Present

ASK-Communications provides ghostwriting and communications consulting services, combining storytelling and strategy to help individuals and organizations boost their brands.

Clients range from EU institutions (Single Resolution Board) to book publishers (Forbes Books).

- Develop content calendars for clients, considering strategic goals.

- Create blogs, whitepapers, articles, and book manuscripts, in line with the client’s desired tone and target audience.
- Edit and refine content according to each client’s unique in-house style guide.
- Coordinate with in-house teams (editors, graphic designers, etc.) to ensure projects are completed on time and in line with quality standards.
- Manage multiple client projects simultaneously using tools like ClickUp and Asana.

EUROPEAN FEDERATION OF PHARMACEUTICAL INDUSTRIES & ASSOCIATIONS,
Brussels, Belgium

Communications & Media Relations Manager, January 2013 – February 2015

- Created and managed all of EFPIA's online content, including blogs, videos, and websites.
- Drafted op-eds, white papers, and speeches for EFPIA senior staff.
- Managed the creation of the EFPIA annual review, including budget planning, drafting content, and coordinating with designers and printers.
- Oversaw EFPIA’s media relations, handling journalist queries, maintaining a network of media contacts, organizing press events, and overseeing interviews with senior staff.
- Led media trainings for EFPIA senior staff to help prepare them for interviews.
- Supported EFPIA’s social media presence, creating social media packages to accompany press releases and advocacy campaigns.

BOOKING.COM, Berlin, Germany

Internal Communications Manager, September 2010 – January 2013

- Wrote, edited, and managed a monthly email newsletter for the DACH offices.
- Organized internal trainings for hotel account managers on best practices for gathering content (property descriptions, photos, etc.) from hotel clients.
- Wrote and edited hotel listings and photos for the Booking.com website.

SPIEGEL INTERNATIONAL, Berlin, Germany

Contributing Writer, May 2011 – December 2012

As a contributing writer for Spiegel International, the English-language website of German news magazine *Der Spiegel*, I pitched, researched, and wrote original feature and news stories.

BILD ZEITUNG, Berlin, Germany

Contract Translator, July 2008 – October 2008

As a contract translator for BILD English, the (now defunct) English-language website of the *BILD Zeitung*, I helped select and translate the day's top news stories from German to English.

TECHNICAL SKILLS

- Content management systems (SharePoint, CMS Made Simple, CoreMedia, Typo3).
- Project management software (ClickUp, Asana).
- Social media tools for content creation, planning, and scheduling (Canva, Hootsuite).
- Document creation tools (Microsoft Suite, Google Docs).
- Artificial intelligence tools for ideation and outlining (Claude, Perplexity, NotebookLM).

LANGUAGES

- English: Mother tongue.
- German: Raised in German household, completed DAF exam with top scores 5/5/4/5 (2009).
- French: Certificate of Proficiency meeting CEFR level B2 (2010).

References and work samples available upon request.