

ELENA PEÑALOZA

Experienced Intern and Naval Reservist with over ten years of experience providing high-level support to senior executives. Proficient in managing calendars, organizing meetings and events, and communicating with internal and external clients. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team. A sharp and creative individual passionate about book publishing.



Chesapeake, VA 23320



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ellepenaloza-hatfield2022

EDUCATION

Bachelor of Arts in English Literature
Old Dominion University

Master of Professional Studies in Publishing
George Washington University
Fall 2026

SKILLS

- MS Office/ Google Suite
- Box
- InDesign
- Canva
- Adobe Acrobat Pro
- Copy Editing / Proofreading
- Highly Organized
- Creative and Critical Thinking
- Detail Oriented

PROFESSIONAL EXPERIENCE

Future Information Professionals Intern

Old Dominion University | August 2023-May 2024

- Conduct archival research, including organizing and digitizing historical documents and photographs.
- Design and edit content for the organization's social media.
- Design promotional materials for events and displays, utilizing graphic design software to create visually appealing content.

Publishing Production Intern

Macmillan Learning | Summer 2023

- Check and collate page proofs and mark corrections in PDFs and ePubs against previous round corrections.
- Prepare manuscripts for composition, including checking glossaries, indices, and TOCs.
- Data entry, copyright processing, and cold reading cover mechanicals.
- Review credited images, alt text, media resources, and pagination memos for consistency, accuracy, and completeness.
- Review InSite files, sample ePubs, iterative and full batch ePubs.

Executive Assistant

United States Navy Reserve | 2019-Present

- Secret Clearance
- Manage calendars, schedule appointments, and arrange meetings and conferences.
- Proofreading and editing all technical maintenance reports.
- Prepare and distribute weekly, monthly, and quarterly reports.
- Create and maintain all maintenance training material.
- Project management and event coordination.