Alena Rivas

Editor, Scholar, & Publishing Professional with 2+ years of experience evaluating, acquiring, and editing manuscripts for trade publication. View samples of my editorial work and author testimonials on my portfolio website at alenarivas.com.

Education

SEPTEMBER 2021 – JUNE 2023

Master of Science • Portland State University • Portland, OR

Program: Book Publishing, Focus Areas: Acquisition & Development, Editing, Comics Editing, Research
Highlights: Studied comics editing under esteemed comics editor Shelly Bond. Studied developmental editing under Abby Ranger, formerly Senior Editor at HarperCollins. Studied agents and contracts under literary agent Fiona Kenshole of Transatlantic Agency.
Graduated *summa cum laude*

AUGUST 2019 – MAY 2021

Bachelor of Arts • Washington State University • Vancouver, WA

Major: English–Literary Studies, Minor: Creative Writing
Awards: Academic Achievement for Outstanding English Major
Foreign Language requirement met: Spanish
Graduated *summa cum laude*

AUGUST 2009 – JUNE 2014

Associate of Arts • San Diego Mesa College • San Diego, CA

Major: English
Graduated with High Honors

SPRING 2003 – SPRING 2004

Columbia Basin College • Pasco, WA

Work Experience

FREELANCE DEVELOPMENTAL EDITOR | ALENA RIVAS EDITORIAL | JUNE 2023-PRESENT

- Pamela Statz, client, author of *Thorn City*. Performed DE on her sophomore title.

MANAGING ACQUISITIONS EDITOR | OOLIGAN PRESS | JUNE 2022-JUNE 2023

- Managed submissions through Submittable, evaluated queries, proposals, and manuscripts.
- Acquired five titles for publication including market research and pitching to the press. One of these acquisitions was the press's first ever comic, establishing the press as a contender in comic publishing.
- Developmentally edited several titles for publication. See my portfolio for editorial samples.
- Created a comprehensive author questionnaire and P & L statement Excel template which were adopted for official use streamlining these processes.
- Initiated the press's official presence on *Publishers Marketplace* by writing the copy and posting my deals which elicited interest in the purchase of various subsidiary rights for the first time.
- Collaborated with Social Media to draft pinned tweets and posts soliciting requisite genre submissions which increased the total number of quality submissions and new followers across platforms.
- Created a blog series entitled Inside Ooligan Press and contributed several posts illuminating the acquisition and development processes. The series serves to demystify the publishing process.

ADMINISTRATIVE ASSISTANT | PORTLAND STATE UNIVERSITY | AUGUST 2022-JUNE 2023

- Assisted the Director of Book Publishing and the Publisher with various administrative tasks.

- Conceptualized, wrote, edited, designed, and distributed monthly alumni newsletters and quarterly general newsletters. Managed contact lists via spreadsheets, email listservs, and Mailchimp.
- Raised three times our goal amount for the Diversity Scholarship Fund via email outreach and social media posts. Raised $9,000 to fund the extensive illustration work required to produce our first comic.
- Planned virtual and in-person events to educate students, faculty, and members of the public about the publishing industry including *Libraries in the Publishing Ecosystem* with Guy LeCharles Gonzalez (LibraryPass), Kady Ferrell (Multnomah County Library), Rachel Wease (Kirkus), and Linda A. Duggins (Edelweiss); *Entrepreneurship in the Book Business* with Ali Shaw (Indigo Editing), Kevin Sampsell (Future Tense Press), and Michelle Lewis (Third Eye Books); and the *Book Publishing Research Symposium* featuring graduate students presenting their final research projects.

INTERN | OOLIGAN PRESS | SEPTEMBER 2021-MAY 2022

- Found contacts for blurbs and reviews, wrote back cover copy, marketing materials, and social media posts.
- Analyzed sales data for Q1 of 2022 to compare against Q4 2021 and Q1 of 2021 and presented findings.

Guest Lectures & Community Outreach

WR 331 Book Publishing for Writers, "Queries, Proposals, and the Acquisitions Process", Portland State University, Instructor Robyn Crummer, June 2022

WR 561 Book Editing, "Acquisitions", Portland State University, Instructor Katie Van Heest, PhD, Spring 2023

BIPOC Writers event with Literary Arts, Portland, OR Spring 2022. I represented Ooligan Press at this event with other independent publishers (Microcosm, Pomegranate, and Tin House) assisting writers of color with query letters, proposals, and answering questions about the publishing process.

Published Research

The Identification of Representation Gaps in Diverse US Children's Picture Books, June 2023 via PDX Scholar. This project was in collaboration with Young Authors Publishing and Diverse BookFinder.

Certifications

CITI Program Group 1: Human Subjects Researcher, Credential ID 52387729, Issued Nov 2022, Expires Nov 2025

Skills & Competencies

Writing • Editing • Marketing • Social media • Research • Metadata • Microsoft Office • Google Workspace • Trello • Drupal • MailChimp • WordPress • Some HTML & CSS • Adobe CC • *CMOS* • Presentations & Public Speaking • Strong Written & Verbal Communication • Thrives in Deadline-driven, Fast-paced Environments • Motivated Self-starter • Highly Organized • Detail-oriented • Collaborative Team-player • Manages Stressful Situations Professionally • Adaptable• Fast Learner • Critical Thinker• Able to Prioritize • Active Listener

Volunteer Work

Dog Handler, walking and enrichment activities at San Diego County Department of Animal Services 2016-2018 and the Humane Society for Southwest Washington August 2022-Present.

Mentor, Big Fish/Little Fish program, Portland State University Book Publishing, mentored two first-year grad students, offered support and guidance through their first year of the program, August 2022-June 2023.