


EUGÉNIE SZWALEK

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Work Experience

Communications Associate — Bilingual | Nuclear Waste Management Organization, Toronto | Feb. – Present

- Copy editing public facing messaging by updating language and ensuring all copy adheres to the style guide
- Updating and managing conference itineraries and tracking assets in Excel spreadsheets
- Providing technical support for online participants during team planning sessions

Tundra Editorial Intern | Penguin Random House, Toronto | July – Dec. 2023

- Proofread title information sheets, picture book first-pages, author bio information, and novel manuscripts, ensuring copy was formatted properly and adhered to the Tundra style-guide
- Cold read picture books, early reader graphic novels, chapter books, middle grade and YA novels, ensuring there were no typos or formatting issues
- Managed submissions by updating submissions log in Excel, uploading and organizing submission files in Box, and compiling a weekly submissions round-up for the editorial team
- Tracked and catalogued news and media coverage of Tundra titles by compiling a weekly news round-up and updating review and award information in Penguin Random House's internal system
- Wrote 2-4 reader reports weekly, identifying pros, cons and comparative titles for manuscripts on submission (picture books, middle grade, YA, graphic novels), and assessing their potential fit on the Tundra list
- Attended weekly submissions, editorial, and production meetings
- Assisted on special projects as needed, including pulling sales numbers, creating flow-in documents for picture books, and translating short manuscripts from French to English

Development Student – Communications | Nuclear Waste Management Organization, Toronto | Sept. – Dec. 2022

- Proofread web stories, press releases, and other copy for public facing documents in English and French, ensuring all work adhered to the NWMO style guide
- Used a variety of software and platforms (MS Word, Excel, Teams, SharePoint, Outlook, PowerPoint, Adobe) to collaborate within department, as well as on cross-departmental projects
- Used project management software (Wrike) to plan, oversee, and execute smaller projects such as updating the 2022 Code of Conduct and creating the 2022 Holiday card
- Sorted through and catalogued hundreds of documents from SharePoint folders into Excel spreadsheets for upcoming Information Asset Assessment

Interviewer and Profile Writer, *Everybody's Got a Story* | Sheridan College, Mississauga | 2021 – 2022

- Transcribed interviews and wrote up nineteen short, biographical stories (600-1,500 words) for Sheridan's faculty-led research project
- Collaborated with participants to ensure finalized stories expressed faithful and respectful representations of lived experiences

Retail Sales and Operations Associate | Indigo Books, Burlington | 2018 – 2021

- Helped customers as a sales representative, processed returns, received and shelved vendor deliveries

Education

Honours Bachelor of Creative Writing & Publishing

Sheridan College

2019 – 2023

Cumulative GPA: 3.90

Applied Experience

- Developed substantive, line, and copy-editing skills while adhering to industry best practices in classes such as Professional Writing and Copy Editing, Fundamentals of Editing, and Substantive Editing
- Worked across a variety of platforms to prepare reports, presentations, and promotional material (MS Word, Excel, PowerPoint, Google Docs, Canva, Procreate)
- Workshopped a wide range of work (fiction, non-fiction, poetry, memoir) from a diverse group of peers to provide constructive feedback and edits on pieces ranging from 1,000-15,000 words
- Developed several major critical and creative writing projects ranging from 1,000-20,000 words across genres (research essays, picture books, poetry, memoir, graphic novels, fiction, non-fiction, scripts, etc.)
- Worked in a variety of environments, from collaborative group projects, to self-directed, individual assignments, both in online and in-person settings

Forestry Technician Diploma Program

Algonquin College

2017 – 2018

Applied Experience

- Mapped, organized, and analyzed data to create in-depth forestry plans using ArcGIS
- Worked on small crews to collect forestry data from plots across the Ottawa Valley (tree species, height, DBH, etc.)
- Researched forestry practices and endangered species to prepare reports on the correlation between forestry activities and environment health, determining industry best practices

Volunteering

- **Augur Magazine:** first reader, assessing approx. 80 fiction submissions per reading period (2023–present)
- **Meet the Presses:** member of the Meet the Presses collective, helping to organize the annual Indie Literary Market and implement the bpNichol Chapbook Award (2022–present)
- **Sheridan Reads:** helped organize, promote, and execute virtual events with Special Guest Vivek Shraya (2021) and in-person events with Waubgeshig Rice (2023); interviewed Waubgeshig Rice as part of a conversation on writing for Sheridan's Creative Writing & Publishing students (2023)
- **Literary festivals:** Word on the Street (2022), Toronto Comic Arts Festival (2022), the FOLD (2023)

Skills

Adaptable
Collaborative
MS Office Suite

Detail-oriented
Task Management
Copy Editing

Bilingual (English/French)
Interviewing
Proofreading