

---

### **Educational Background**

B.A., Communications, Andrew Jackson University (in progress)  
A.A., English with honors, Santa Rosa Junior College

1455 N. McDowell Blvd., Suite D  
Petaluma, CA 94954-6503  
707.665.9900  
Fax: 707.665.9800  
www.sonomatech.com

---

### **Professional Experience**

Ms. Jennings joined STI's Publications team in 2008. As a Technical Editor/Graphic Specialist, she is responsible for editing, formatting, word processing, and proofreading documents; designing and providing design feedback on brochures, flyers, data sheets, and other graphic materials; providing technical writing assistance to staff; supporting word processing, bibliographic, and graphic design software; and maintaining project and other databases that support the company's infrastructure. Recent projects include layout, design, and editing work for the U.S. Environmental Protection Agency's (EPA) *National Air Quality Status and Trends* reports for 2008 and 2007 as well as STI's corporate website.

Prior to joining STI, Ms. Jennings held the position of Learning Manager at Columbia Hospitality in Seattle. In this capacity she held roles in three divisions: training and development, marketing, and consulting. As a learning professional, she designed, developed, and managed the company's internal training and development initiatives including leadership capability, professional skills development, and service certification programs; researched, designed, and developed classroom, self-study, and e-learning coursework; designed, wrote, and edited procedural and standards-based training materials; interviewed subject matter experts to collect insights and data consistent with learning objectives; observed, evaluated, and presented learner performance data to measure trends, performance gaps, training effectiveness, learner characteristics, and mapping to organizational goals; and worked with company leaders to identify and implement performance improvement strategies. In her marketing role, she drove content development, editorial direction, and design and branding standards for the company; developed and implemented company style guides, logos, websites, and templates; managed publication and print production deadlines; designed, wrote, and edited copy for web and print including websites, advertisements, press releases, marketing plans, brochures, white papers, posters, and other promotional materials; and conducted market research and feasibility studies. As the consulting editor, she worked closely with subject matter experts to identify objectives, dependencies, resources, and deadlines for client projects; developed project plans; compiled research data; and wrote proposals, reports, guides, and presentations consistent with client needs and expectations.

Ms. Jennings also worked in various capacities at Santa Rosa Junior College, where she gained editorial, writing, and design experience from several academic departments including the Dean's Office of Academic Affairs, Human Resources, Matriculation, Scheduling, and PE/Dance/Athletics. Prior to this, she worked as Technical Writer and Account Service Representative at National Bank of the Redwoods, where she primarily wrote, edited, and published financial regulations and compliance guidelines for internal staff.

Ms. Jennings has a strong computer background and is an experienced user of various programs including word processing, desktop publishing, graphic design, spreadsheet, database, accounting, e-learning, and content management software. She has also completed certificate programs and coursework in graphic design, instructional design, e-learning, organizational needs assessment, adult learning theory, financial compliance, and proofreading.

### **Memberships**

Bay Area Editor's Forum  
Northwest Editor's Guild