

**JANA L. SCHWARTZ**  
Publications Manager



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## **Educational Background**

B.A., Business Economics with honors, University of California at Santa Barbara

1455 N. McDowell Blvd., Suite D  
Petaluma, CA 94954-6503  
707.665.9900  
Fax: 707.665.9800  
[www.sonomatech.com](http://www.sonomatech.com)

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## **Professional Experience**

Ms. Schwartz joined STI in 1997 as Publications Manager. She is responsible for managing the editing, layout, review, and production of STI's technical documents and other published materials. Ms. Schwartz supervises a team of technical editors and graphic designers and schedules workflow with project managers. Ms. Schwartz provides technical writing and other relevant instruction to staff; supports word processing, bibliographic, and graphics software; and manages the corporate web and intranet sites as well as other projects and programs that support the company's infrastructure.

Ms. Schwartz led the layout and design effort for the U.S. Environmental Protection Agency's 2006 and 2007 National Air Quality Status and Trends Reports. The reports summarize criteria pollutant concentrations and trends in concentrations over time. They also discuss toxic air pollutants, atmospheric deposition, visibility in scenic areas, climate change and air quality, and international transport of air pollution. The 2007 report is available on the Internet at <http://www.epa.gov/airtrends/2008/index.html>.

Prior to joining STI, Ms. Schwartz worked for several organizations where she used and broadened her publications experience. She worked at Oracle Corporation in Redwood City, California, from 1989 to 1992. During that time, she held three different positions. As a Product Line Marketing Analyst she wrote, edited, and produced 300-page software installation manuals and managed the scheduling, testing, packaging, release, and maintenance of three product lines. As a Documentation Project Manager she managed, reviewed, and edited all work completed by a four-person technical writing team, and was responsible for creating and maintaining documentation production schedules for 30 books as well as teaching technical writing standards to others. As a Product Line Manager, she prepared development schedules; maintained communication between software developers, technical writers, and the sales force; and wrote and edited software documentation and brochures.

From 1992 to 1995, Ms. Schwartz was the Program Operations Manager for the ASPECT Foundation, a non-profit international student exchange program in San Francisco, California. Here she was responsible for overall operations of the program, including editing and producing handbooks and newsletters. In 1995, Ms. Schwartz joined former Oracle Corporation colleagues at Siebel Systems, Inc. in San Mateo, California, where she was a Technical Support Analyst. Here, Ms. Schwartz wrote the support analyst's handbook and the company's software installation guide, provided customer support, and designed and presented technical training courses.

Ms. Schwartz has a strong computer background and is skilled in the use of the Microsoft Office Suite, Adobe InDesign, Adobe Illustrator, and EndNote.