

## JANA L. SCHWARTZ

Publications Manager



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### Educational Background

B.A., Business Economics with honors, U.C. Santa Barbara

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### Professional Experience

Ms. Schwartz joined STI in 1997 as Publications Manager. She is responsible for managing the editing, layout, review, design, and production of STI's technical documents and other deliverables. She upholds STI's high level of quality for project deliverables and helps ensure consistency across STI's deliverables. Ms. Schwartz manages a team of technical editors and graphic designers. She schedules and monitors workflow among authors, project managers, editors, designers, and senior reviewers. She 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 also assists STI's Quality Assurance Officer with the development and implementation of company-wide quality control and assurance initiatives.

Ms. Schwartz led the layout and design effort for the U.S. Environmental Protection Agency's (EPA's) 2006, 2007, and 2008 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 2008 report is available on the Internet at <http://www.epa.gov/airtrends/2010/index.html>. Ms. Schwartz also supervised the layout and formatting of the EPA's Black Carbon Report to Congress, currently in progress.

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 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 an experienced user of various programs including word processing, desktop publishing, graphic design, spreadsheet, database, and content management software.