Jana L. Schwartz

Manager, Publications Group

STi | Sonoma Technology

With STI since 1997, Ms. Schwartz has over 25 years of technical communications and management experience. Ms. Schwartz manages STI's Publications Group, which is responsible for editing, reviewing, designing, and producing more than 400 technical documents and other deliverables developed by STI and our clients each year. Ms. Schwartz and her team of technical editors and a graphic designer also coordinates materials for conference attendees, produces social media and website content, and implements business development initiatives for the company. Ms. Schwartz and her team have designed and implemented management, communications, and scheduling strategies and tools that ensure efficient and cost effective creation of high-quality work products.

Ms. Schwartz schedules and monitors workflow among authors, project managers, editors, designers, software engineers, and senior scientific reviewers. She coaches colleagues on technical writing and other relevant topics; provides support for 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 developing and implementing company-wide quality-control and quality-assurance initiatives.

Education

BA, Business Economics with honors, UC Santa Barbara

Ms. Schwartz fosters an atmosphere of collaboration and integration among her team members. She encourages her team to seek out and implement new tools and technologies for producing better-looking, cost-effective, and more versatile products, while maintaining consistency across deliverables. The Publications Group quickly adapts to changing client documentation requirements and produces tools and templates to help STI's authors and clients create and improve their documents.

Work Product Examples

Since 2012, Ms. Schwartz and her team have provided technical editing, document formatting, and resource checking services for the Arizona Department of Transportation (ADOT). STI's technical editors review reports written by ADOT contractors and provide feedback on report organization and flow; grammar, style, and clarity; and consistency of tables and figures. Reports are professionally formatted in accordance with ADOT's style specifications. STI provides final reports that are free of errors, correctly formatted, and ready for publication.

In 2014 and 2015, Ms. Schwartz led STI's effort to assist the Bay Area Air Quality Management District (BAAQMD) with their website redesign (www.baaqmd.gov). Ms. Schwartz and her team revised over 400 pages of website content, reducing the number of pages on the site to fewer than 200 clear, concise pages, achieving a key goal for the project. To ensure content consistency during this project and going forward, the team developed editorial guidelines that describe how to organize and write web content for the BAAQMD's newly revised website. Ms. Schwartz and team members also developed and presented on-site training sessions that gave practical advice to BAAQMD staff on how to target new material at the website's readers, structure it to be more readable, and use Writing in Plain English tips to write clearly and concisely.

From 2010 to 2012, STI assisted the U.S. Environmental Protection Agency (EPA) with the development of the "Report to Congress on Black Carbon." Ms. Schwartz led the management of bibliographic references, preparation of figures and tables, and tracking of permissions to use non-public information to ensure a high-quality product. The report, available at https://www3.epa.gov/airquality/blackcarbon/2012report/fullreport.pdf, covers black carbon (BC) climate impacts, health effects, emissions, benefits of emissions reduction, approaches to quantifying the climate effects of BC, and recommendations for methods to reduce BC emissions from a range of emissions source sectors.