



Jana L. Schwartz

Director of Corporate Support

With Sonoma Technology since 1997, Ms. Schwartz has over 30 years of technical communications and management experience. Ms. Schwartz manages many of the company's operational functions, including technical editing/publications, user experience/design, business development activities, revenue forecasting, and administration. Trained as a technical editor with a keen attention to detail, Ms. Schwartz reviews most Sonoma Technology work products prior to delivery.

Ms. Schwartz fosters an atmosphere of collaboration and integration among team members. She encourages her team to seek out and implement new tools and technologies to increase efficiency and happiness at work, and produce better-looking, cost-effective, and more versatile products, while maintaining consistency across deliverables. She initiates and implements companywide programs that facilitate knowledge sharing and build camaraderie among Sonoma Technology team members, helping to ensure the company remains a premier place to work.

Education

BA, Business Economics with honors, UC Santa Barbara

Led by Ms. Schwartz, Sonoma Technology's Publications Group edits, reviews, designs, and produces more than 300 technical documents and other deliverables each year. The team 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 and tracking of high-quality work products.

Ms. Schwartz oversees the scheduling and workflow among authors, project managers, editors, designers, software engineers, and senior scientific reviewers. She coaches colleagues on technical communication and other relevant topics; provides support for word processing, bibliographic, and graphics software; and manages the corporate website and Intranet, as well as other projects and programs that support the company's infrastructure. Ms. Schwartz also assists Sonoma Technology's Quality Assurance Officer with developing and implementing company-wide quality-control and quality-assurance initiatives.

In 2021, Ms. Schwartz led Sonoma Technology's editorial team to review and improve over 700 pages of reporting related to exceptional event demonstrations that were submitted to the U.S. Environmental Protection Agency (EPA). In addition, Ms. Schwartz's team reviewed and updated multiple documents prepared on behalf of the California Department of Transportation to ensure each document's compliance with Section 508 of the U.S. Rehabilitation Act of 1973, which requires accessibility to electronic documents by persons with visual and other disabilities. Ms. Schwartz also directed work to edit, lay out, and produce community-focused guidebooks such as **Community in Action: A Comprehensive Guidebook on Air Quality Sensors** for the South Coast Air Quality Management District.

Since 2012, Ms. Schwartz has managed documentation projects for the Arizona Department of Transportation (ADOT), providing technical editing, document formatting, and resource checking services. Ms. Schwartz and her team 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. Ms. Schwartz and her team ensure final deliverables are free of errors, correctly formatted, and ready for publication.