

KAT STURGEON GOMEZ

OBJECTIVE

Challenging work that maximizes my publishing, social media, and event planning skills.

TECHNICAL SKILLS

Experience using Adobe Acrobat, Adobe InDesign, Adobe Photoshop, Ancestry, Banner, Basecamp, Canva, Dropbox, Facebook, Google Chrome, Google Docs, HTML, Instagram, Internet Explorer, LinkedIn, MailChimp, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Teams, Microsoft Word, Mozilla Firefox, Pinterest, SharePoint, Slack, Smore, Teamwork, TikTok, TreeRing, TWEN, Twitter, Windows, and WordPress.

PROFESSIONAL EXPERIENCE

St. Mary's University School of Law

Business Manager, January 2017–Present

- Provide administrative and publishing guidance and support for approximately 100 law students each year who work on *St. Mary's Law Journal*, *The Scholar: St. Mary's Law Review on Race and Social Justice*, and *St. Mary's Journal on Legal Malpractice & Ethics*. Responsible for maintaining annual budgets for these publications and implementing cost-saving measures without sacrificing quality. Assist with maintaining publication websites, planning and launching advertising campaigns, and updating social media accounts. Create and update internal process documents and format guides to ensure consistency and continuity between journal volumes, and provide guidance to board members regarding style sheets, processes, and university policies. Assist with event planning including orientations, the annual Symposium on Legal Malpractice and Ethics, the annual Immigration Symposium, the annual Scholar Awards Banquet, the annual Law Journal Awards Banquet, and assorted functions. Work on special projects for the university as needed.

Kat Gomez Editing

Owner, 2009–February 2017

- Offered comprehensive editing of electronic and traditional print materials, including quality assurance testing of software and new media. Applied project style requirements including Associated Press, *The Chicago Manual of Style*, and/or in-house style guides. Clients included providers of educational materials to the United States Army, Internet marketing experts, the special needs market, and the online cooking community.

Educational Testing Service

Editorial Supervisor, February 2011–February 2012

- Supervised work of 14 editors on the California and Washington K–12 assessment programs. Oversaw products to ensure accuracy, consistency, and quality. Collaborated with department leaders on long-term goals, improvements, and problem solving. Provided editors with development opportunities and evaluations.

Senior Editor I, October 2009–February 2011

- In 2010, promoted to Co-Editorial Team Lead of California Standards Tests (CST), which are administered to more than 4 million California students in grades 2–11 with a print run of 10.3 million. Responsible for editing English-Language Arts tests and joint editorial oversight of Math, Science, and History-Social Science tests.
- Co-led team of three copy editors and one proofer. Delegated work to additional editors, copy editors, and proofers as needed to meet tight deadlines. 100% quality initiative.
- Created process efficiencies and resolved technical and workflow problems.

Editor, September 2006–October 2009

- Served as Editorial Team Lead on California High School Exit Examination (CAHSEE). Responsible for supervising the editing of more than 400 versions of English-Language Arts and Math test booklets with a print run of 3.3 million.
- Reviewed content and grammar, applied program style, fact-checked, and tracked items.
- Worked with Assessment, Accenture (outside vendor), Proofing Department, Item Bank, Editorial Support Services, and Key Entry to ensure products were error-free and met client expectations.

Editor, PCI Educational Publishing, August 2005–September 2006

- Edited binders, board games, books, organizers, teacher guides, and workbooks targeted to the special needs and learning differences markets.
- Specialized in editing software. Worked with production team to brainstorm ideas, refine game dialogue, assist at audio recording sessions, test software for bugs, edit instruction guides, and proof packaging.

Editor of Membership Publications, American Payroll Association, January 2003–June 2005

- Editor of *PAYTECH* magazine, the payroll industry's flagship publication distributed to 22,000 members.
- Wrote profiles, industry-related articles, news stories, and marketing copy.
- Designed flyers, magazine advertisements, and PowerPoint presentations as needed.

Communications Specialist, Chase Cardmember Services, October 2000–January 2003 (began as a temporary)

- Designed and edited newsletter *e-MANAGE Communicator* and wrote content for Intranet site.
- Created PowerPoint slides for internal TV network, invitations, flyers, and additional advertising materials.
- Recipient of annual 2001 JPMorgan Chase SuperStar Award (bestowed on only 1% of worldwide employees), quarterly 2001 All Star Award, quarterly 2002 Profiles in Diversity Team Award, and quarterly 2002 Human Resources Diversity Champion Award.

Staff Writer (contract position), Randolph Air Force Base *Wingspread*, August 1999–September 2000

- Conducted interviews, took photographs, and wrote news and feature stories. Named first place winner, best contribution by a contract writer, in the 1999 Air Education and Training Command media contest.
- Ensured accurate copy through proofing, coordinating stories with involved parties, and verifying facts.
- Designed newspaper pages using Quark XPress and Adobe Photoshop; prepared for weekly publication.

Desktop Publisher, Olsten (temporary agency), September 1998–February 1999

- Created data tables using Microsoft Word for The Psychological Corporation, one of the nation's leading standardized test publishers. Updated test booklets and related publications using Quark XPress.

Writer/Visual Information Specialist, Kelly Air Force Base Marketing Office, May 1996–August 1998

- Interviewed subjects and wrote stories for *Flight Line*, a newspaper insert that reached an audience of approximately 20,000 civilian and military employees.
- Generated advertising copy and designed posters, slides, brochures, calendars, flyers, buttons, and a newsletter for organizations in the 76th Services Division.
- Received 76th Services Division Employee of the Quarter Award.

EDUCATION

Bachelor of Arts in English with minor in Art, 1996, St. Mary's University, San Antonio, TX

- Graduated with a 3.85/4.0 grade point average, magna cum laude. London study abroad program.

Southwest High School, 1992, San Antonio, TX

- Graduated salutatorian out of a class of 303. Editor-in-Chief of *The Renaissance* newspaper, 1990–1992.