

KAT STURGEON GOMEZ

OBJECTIVE

A challenging position that maximizes my writing, editing, design, multitasking, and people skills.

TECHNICAL SKILLS

Experience using Adobe Acrobat, Adobe InDesign, Adobe Photoshop, Canva, Dropbox, Facebook, Google Chrome, Google Docs, Google Sheets, Grammarly, HTML, Instagram, LinkedIn, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Teams, Microsoft Word, Monday, Mozilla Firefox, PerfectIt, Pinterest, SharePoint, Slack, Smartsheet, Smore, TikTok, TreeRing, Twitter, Windows, and WordPress.

PROFESSIONAL EXPERIENCE

EL Education

Production Editor, July 2022–August 2025 (grant-based contract)

- Served on editorial team responsible for 2025 release of English Language-Arts curriculum for grades K–5, totaling 180 print books. Edited for spelling, grammar, house style, content, and image quality. Resolved queries with content team. Wrote metadata in Google Docs, verified and applied text styles in Microsoft Word before export, and performed PDF checks of design and content using Adobe Acrobat.
- Provided technical recommendations to supervisor, resulting in implementation of the PerfectIt house style checking tool for increased efficiency and consistency. Also received approval to input house style rules and preferred wording into the Grammarly organizational dictionary and style sheet, automatically reminding writers and editors of style rules.
- Filled in for Lead Editor during several months of paternity leave, performing style checks and answering team questions.
- Prepped manuscript for the Unlock ELD curriculum, a new product that will assist English language learners.

St. Mary's University School of Law

Business Manager, January 2017–June 2022

- Provided administrative and publishing guidance and support for approximately 100 law students each year who worked 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 monitoring annual budgets for these publications and implementing cost-saving measures without sacrificing quality. Assisted with maintaining publication websites, planning and launching advertising campaigns, designing graphics and e-mails, editing and uploading videos, and updating social media accounts. Created and updated internal process documents and format guides to ensure consistency and continuity between journal volumes, and provided guidance to board members regarding style sheets, processes, and university policies. Assisted 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. Sourced affordable vendors and maintained relationships. Worked 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 K–12 assessment programs. Collaborated with department leaders on 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 were administered to more than 4 million California students in grades 2–11 with a print run of 10.3 million. Edited English-Language Arts tests and had joint editorial oversight of Math, Science, and History-Social Science tests.
- Co-led team of three copy editors and one proofreader. Delegated work to additional editors, copy editors, and proofreaders 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). Supervised the editing of 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.

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, edit 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.

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.
- 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.