
Kathryn A. Sweeney

Writer/Editor

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SKILLS

Editing, writing, communication, research, analytics, data visualization, technical editing, content editing, copyediting, proofreading, style guide adherence, evidence-based content development, organization, efficiency, collaboration, critical thinking, remote work, technical (Word, Excel, PowerPoint, Adobe, Google Suite, Asana)

EXPERIENCE

Writer/Editor II (April 2024-) – *Bureau of Justice Statistics (Contractor)*

- Conduct technical editing, copyediting, and proofreading for public-facing statistical reports, marketing materials, social media content, websites, and web publications to ensure content adheres to the BJS style guide and that it is clear, concise, and correct
- Write report summaries using federal plain language guidelines, press releases using AP style, and alternative text for data and graphics
- Collaborate with subject matter experts, report authors, communications team, and design team to meet project timelines on multiple projects with competing deadlines

Freelance Editor (2023-) – *Yo Productions*

- Provide copyediting and proofreading for theses, dissertations, and academic documents addressing APA style, formatting, references, spelling, grammar, syntax, clarity, logic, and flow

Associate Professor of Sociology (2014-2023), Assistant Professor of Sociology (2008-2014) – *Dept of Behavioral Sciences, Purdue University Northwest, Hammond, IN*

- Provided developmental, content, and copy editing for varied levels of writing for students, colleagues, scholarly journals, and educational materials for academic publishers to improve document structure, apply expertise to ensure logic, clarity, and accuracy, and address language, format, and style issues
- Researched, summarized, contextualized, and explained research and data in visualizations, verbal communications, trainings, and written content to inform diverse audiences
- Wrote engaging emails, social media content, promotional materials, educational materials, reports, presentations, and manuscripts to clearly convey complex concepts to varied groups
- Provided systematic project planning, guidance, training, coaching, and oversight from research design, data collection, and analysis to writing, revising, and presenting findings
- Conceptualized, managed, and efficiently executed multiple projects meeting objectives and deadlines
- Effectively collaborated on projects to achieve personal, team, and institutional goals

Director of Educational Research (2006-2008) – *Emory College, Emory University, Atlanta*

- Translated research in reports, visualizations, and presentations to inform varied stakeholders
- Provided project planning, task leadership, and coordinated the work of teams to meet goals
- Developed and facilitated research skills trainings
- Designed, executed, and oversaw research projects from data collection, analysis, writing, and presentation to evaluate progress towards strategic goals and identify data driven solutions

EDUCATION

Emory University, Atlanta, GA - *Ph.D., Sociology*

Northwestern University, Evanston, IL - *BA, Sociology*