Kathryn A. Sweeney

Writer/Editor II

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SKILLS

Writing, editing, evidence-based content creation, research communications, data translation, copyediting, proofreading, style guide adherence (APA, CMOS, ASA, AP, GPO), organization, collaboration, problem-solving, remote work, technical (Word, Excel, PowerPoint, SharePoint, Adobe, Google Suite, Asana)

EXPERIENCE

Writer/Editor II (December 2025-) *– Manhatton Strategy Group, Contractor with the Office of Juvenile Justice and Delinquency Prevention (OJJDP), Office of Justice Programs, DOJ*

- Conduct copyediting, proofreading, and quality control for short and long form written materials including reports, notices of funding opportunities, webinars, emails, social media content, data sheets, and web publications to ensure content is clear, concise, correct, and adheres to the OJJDP style guide.
- Write short form content including memos, summaries, and alternative text for 508 compliance.
- Collaborate with subject matter experts, the communications team, and the design team to create the best possible product while meeting timelines on multiple projects with competing deadlines.

Writer/Editor II (April 2024-December 2025) *– Editech, Contractor with the Bureau of Justice Statistics (BJS), Office of Justice Programs, DOJ*

- Wrote report summaries using federal plain language guidelines, press releases using AP style, and alternative text for data and graphics.
- Conducted technical editing, copyediting, and proofreading for public-facing statistical reports, marketing materials, social media content, websites, and web publications.
- Collaborated with subject matter experts, report authors, the communications team, and the design team to meet project timelines on multiple-projects with competing deadlines.

Freelance Editor (2023-2025) *– Yo Productions*

- Provided 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*

- Wrote engaging emails, social media content, promotional materials, educational materials, reports, presentations, and scholarly manuscripts to clearly convey complex concepts to varied groups.
- Researched, summarized, contextualized, and explained research and data in visualizations, verbal communications, trainings, and written content to inform diverse audiences.
- Provided developmental, content, and copy editing for varied levels of writing for students, colleagues, scholarly journals, and academic publishers to improve document structure; apply expertise to ensure logic, clarity, and accuracy; and address language, format, and style issues.
- Designed and conducted formal interviews for research and informal interviews for social media content.
- Effectively collaborated on projects to achieve personal, team, and institutional goals.

EDUCATION

Emory University, Atlanta, GA *- Ph.D., Sociology*
Northwestern University, Evanston, IL *- BA, Sociology*