

Katie Jentsch

Editing Program Coordinator



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- Expertise**
- Technical editing
 - Document formatting
 - EndNote reference management software
 - Reference and file management
 - Executive administrative support

Summary

Ms. Jentsch is a technical editor with six years of experience in editing and producing high-quality deliverables. She provides a variety of editorial services for project teams including editing technical documentation for grammar, accuracy, clarity, and consistency; conducting advanced operations in Adobe Acrobat, EndNote, and Microsoft Word and Excel; and inputting, managing, and reviewing large quantities of technical references and citations. She also leads the in-house quality control and production team to link and produce high-quality internal and external deliverables.

Professional Experience

Editing Program Coordinator (2015–Ongoing)
TIG Environmental, Portland, Oregon

For projects in Washington, Oregon, California, New York, and New Jersey, Ms. Jentsch has provided editorial services, reference management, and document production for multiple expert reports and other deliverables, ensuring consistency, accuracy, and quality throughout all project deliverables. Her specific expertise and accomplishments are listed below.

Editing

- Edit reports, memorandums, and other technical deliverables for grammar, accuracy, clarity, and consistency
- Create new templates and update formatting as needed
- Overhaul, update, and manage company-wide and project-specific style guides to ensure clear and correct writing and consistency throughout project deliverables
- Lead document production team, including coordinating calendar, training new members, and conducting final quality assurance of produced documents to deliver error-free, consistent work products for client review

Document and Reference Management

- Roll out EndNote (reference management software) to company and train all new hires
- Create EndNote styles to format references according to Chicago and TIG Environmental's editorial style
- Manage multiple reference libraries for specific projects
- Input references and create short titles for over 2,000 references for one project
- Bates stamp large collections of documents
- Index documents by tracking their bates number, author, date, and title



Administrative Assistant (2015–Ongoing)

TIG Environmental, Portland, Oregon

Ms. Jentsch has served as the executive assistant for the Portland office, providing administrative support to all staff members. Specific responsibilities included:

- Managing office and leading office meetings
- Encouraging office to be environmentally sustainable, resulting in certification of sustainability
- Assisting with file migration of projects to cloud server
- Assisting with recruiting, including applicant tracking, interview coordination, and new hire onboarding
- Tracking and processing invoices and expenses and assisting with client billing
- Ordering and maintaining all office equipment and supplies
- Planning volunteer events, office social events, and open house events with clients
- Troubleshooting technical issues

**Academic
Qualifications**

BA in English, Minor in Business, University of Oregon, 2012

**Professional
Affiliation**

ACES Society of Editing

Certifications

Poynter ACES Certification in Editing
Poynter ACES Certification in Accurate, Audience-Focused Editing