

Kathryn E. Jonell

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EXPERTISE

Communication

- Adept at writing reports, analysis, scenarios, policy memos, features, corporate communication
- Experienced in translating experts' research into deliverables for a wide range of audiences for diverse topics

International Affairs

- Globalization, Corruption, Hybrid Regimes, International Energy Security, Transnational Environmental Crime, Supply Chain Risk, Institutional Design, International Law, Security Studies, Cybersecurity, Terrorism, Path Gaming, International Political Economy, post-Soviet policy, Formal and Informal Markets, Russian/Eurasian Security

EDUCATION

Georgia Institute of Technology, Atlanta, Georgia May 2018
Master of Science in International Affairs
Concentrations in International Affairs & Security and Regional Studies

Kennesaw State University, Kennesaw, Georgia May 2009
Bachelor of Arts in English (Concentration in Technology of Writing and British Literature)
Minor in Film Studies
Graduated Summa Cum Laude and was selected for the President's List 3 times.

Kennesaw State University Study Abroad Program at University College London July 2008
Coursework in World Englishes and Historical Memory of the British Empire and accompanying travel

LEADERSHIP

Judge, Georgia Tech 13th Undergraduate Research Spring Symposium April 2018

Assistant Editor, *Essex Human Rights Review Journal* October 2010 – April 2012

- Fact-checked, copyedited articles written by legal scholars on human rights/international affairs issues
- Managing editor, 2011 Special Edition "Protecting Human Rights while Countering Terrorism a Decade after 9/11"; coordinated, edited manuscripts for publication

Editor in Chief, *CommonCreativ ATL Magazine* May 2011—January 2012

- Project management, editing, obtaining permissions, and assigning weekly site content
- Editorial and production coordination, online content management (SEO, social media, Wordpress)
- Managed writing staff of 50+ volunteer writers

Literary Editor/Writer, Student Media, Kennesaw State University August 2007—May 2009

PROFESSIONAL EXPERIENCE

Georgia Institute of Technology, Atlanta, Georgia April 2012 – May 2018

Journal Assistant, *Environmental Science & Technology journal*

- Analyze incoming manuscripts and research peer reviewers to review technical scientific articles for publication of 24 issues/year along with any special issues of top-rated environmental engineering journal
- Communicate with editors, authors, and reviewers, involving coordination with cross-functional teams, managing evolving priorities and projects, optimizing processes for more efficient and timely production of deliverables, and troubleshooting workflow management system for authors and reviewers
- Project lead for 2013 Special Issue "Design Options for a More Sustainable Urban Water Environment"

Self-employed, Atlanta, Georgia

May 2009 – December 2013

Writer/Designer

- Developed promotional content and corporate communications for consulting firms (SSL, an international software consultancy and Executive Velocity, a management consulting firm)
- Designed marketing materials for Hart | Miller Group

American College of Rheumatology, Atlanta, Georgia

April 2010 – September 2011

Manuscript Editor, *Arthritis & Rheumatism* journal

- Edited technical manuscripts for top peer-reviewed journal in basic science rheumatology research which features high-quality basic science rheumatology research and authoritative criteria for medical diagnostics
- Communicated with authors directly about reported data to accurately reflect their findings while correcting their manuscripts

Wellstar Health System, Marietta, Georgia

May 2004 – April 2010

Medical Records Manager, Infectious Disease Group

- Managed data storage and retrieval on 6,000+ patients, including medical history, referrals, and insurance
- Performed patient-facing role of creating appointments, obtaining referrals, verifying patient data, and communicated patient needs to clinical staff
- Assisted patients with data/documentation requests for Social Security Disability applications
- Archived all patient files older than five years and appropriately generated proper designations for offsite storage on an annual basis

Kennesaw State University, Kennesaw, Georgia

September 2008 – May 2009

Graduate Research Assistant

- Assisted authors Drs. Sarah Robbins and Ann Pullen with their book *Nellie Arnott's Writings on Angola, 1905—1913: Missionary Narratives Linking Africa and America*
- Collected marketing data for publisher Parlor Press
- Copyedited (CMS style) full-length book for style, footnote formatting and errors, and compiled index

SKILLS

Languages: English (Native), German (Intermediate), Russian (Beginner)

Software: Microsoft Office, Adobe Creative Suite, Clarivate Analytics workflow management system environments, Google Apps, HTML, CSS, Proficiency with Apple and Windows