

KATJA SCHATTE, PH.D.

<http://www.linkedin.com/in/kschatte> ~ <https://www.lettersandbytes.com/>

EDITING ~ PROOFREADING ~ TRANSLATION

ACADEMIC WRITING ~ EDUCATION ~ INTERPRETING

I'm a dynamic, multilingual writer, editor, translator, and interpreter with over a decade of experience creating and editing professional written content in the technology, education, humanities, non-profit, and online news sectors. Clients value my ability to assess and understand their needs and deliver writing that engages their audiences. I perform well in deadline-driven, fast-paced environments while pushing creative limits to deliver projects that surpass expectations. I'm creative, analytical, and a proven collaborator, adept at leveraging skills across industries and platforms to produce dynamic, innovative content. I'm passionate about compelling storytelling and excel at establishing a strong style and a unique voice. In addition to a master's degree in Latin American Studies from The University of Chicago and a PhD in History from the University of Washington, I hold a Poynter ACES Certificate in Editing and a Diploma in Software Development from Code Institute.

CAREER HIGHLIGHTS

- Over 10 years of experience as a freelance writer, editor, copy editor, translator, and interpreter, using multilingual fluency to provide media writing, editing, and translation as well as in-person and virtual interpretation.
 - Collaborated with over 60 corporate clients to match business needs and develop innovative, strategic communication media that connects with target audiences and exceeds customer expectations.
 - Works with a growing portfolio of clients such as Bishop Fox, Education First (EF), The Hartman Group, California Work and Family Coalition, The Kaizen Company, and more on a variety of written deliverables.
 - Provides different levels of text editing and proofreading with a focus on the technology, education, humanities, non-profit, and online news sectors, following style and tone of each client and optimizing content to reader level.
 - Cultivates positive relationships with other writers, editors, clients, and publishers as projects require, leveraging communication skills in English, German, and Spanish to converse with clarity and diplomacy with individuals from diverse backgrounds.
-

SKILLS & EXPERTISE

Academic Writing ~ Client Relationships ~ Collaboration ~ Communication ~ Content Development ~ Copy Editing
Fact Checking ~ HTML & CSS ~ Interpreting ~ Developmental Editing ~ Newsroom ~ Online Writing ~ Press Releases
Proofreading ~ Relationship Building ~ Research & Analysis ~ SEO ~ Style Guides (AP, Chicago Style, MLA) ~ WordPress

CAREER HISTORY

FREELANCE EDITOR/COPY EDITOR, INTERPRETER, AND TRANSLATOR

March 2009 to Present

Provides document and media translation services, performs simultaneous and consecutive interpretation, and edits and proofreads client content tailored to specific industries and audiences (English/Spanish/German).

HIGHLIGHTED RESPONSIBILITIES

- Provides different levels of text editing and proofreading with a focus on the technology, education, humanities, non-profit, and online news sectors, following style and tone of each client and optimizing content to reader level.
- Translates written texts in the areas of news, education, and social and environmental policy, working closely with corporate and non-profit clients to match business needs and organizational goals and connect with target audience.
- Interprets simultaneously and consecutively in community, conference, and non-court legal settings by providing simultaneous and consecutive interpretation, assisting with organizational navigation, and advancing positive outcomes.
- Synthesizes large amounts of information and translates specialized jargon to develop readable prose and content, ensuring nonprofessional readers can navigate complex topics and get to the heart of the client's message.
- Works with a growing portfolio of clients such as Bishop Fox, Education First (EF), The Hartman Group, California Work and Family Coalition, The Kaizen Company, USAID, and more, to develop, analyze, and revise a variety of written deliverables.
- Develops strong working relationships and a broad network of professional connections by collaborating easily with other writers, editors, and publishers as projects require.

EDUCATION AND PROGRAMMING CONSULTANT

September 2023 to Present

HOLOCAUST MUSEUM & CENTER FOR TOLERANCE AND EDUCATION: SUFFERN, NY

Develops curriculum and museum programming for diverse range of audiences with a focus on exploring contemporary social justice issues through the lens of Holocaust education.

KATJA SCHATTE

katja@lettersandbytes.com

RESEARCHER

June 2016 to August 2018

THE WENDE MUSEUM: CULVER CITY, CA

Coordinated a collaborative project researching Mid-Century textile design in the Soviet Union between The Wendé Museum and the Cotsen Foundation for Academic Research, leading a cross-disciplinary team of four in collaboration across two locations.

HIGHLIGHTED RESPONSIBILITIES

- Secured \$30,000 in research grants due to exceptional writing and relationship building.
- Collaborated with the research team to explore archival and secondary source materials.
- Coordinated communication and project status updates with more than 30 staff, funders, and stakeholders using multiple digital tools, such as Prezi, ensuring accurate and timely information and project alignment.

RESEARCH FELLOW & CONTRIBUTING WRITER

December 2014 to March 2017

UNIVERSITY OF WASHINGTON STROUM CENTER FOR JEWISH STUDIES: SEATTLE, WA

Delivered three public research presentations at the yearly graduate research symposium. Contributed to the center's online platform and public scholarship programming through blog contributions and community outreach.

ACADEMIC WRITING TUTOR

October 2008 to March 2010

ALICE SALOMON UNIVERSITY OF APPLIED SCIENCES: BERLIN, GERMANY

Guided over 30 college students through the academic writing process, providing individual instruction on rules and formalities. Developed and provided style sheets for student use, and performed editing and proofreading for presentations, term papers, and undergraduate theses in English and German.

CONTRIBUTING WRITER & EDITOR

April 2008 to March 2010

LATEINAMERIKA NACHRICHTEN: BERLIN, GERMANY

Researched and wrote five articles for a monthly magazine, contributing to the editorial and publishing process of the magazine as part of the editors' collective.

HIGHLIGHTED RESPONSIBILITIES

- Translated and proofread approximately 10 feature articles and interviews from Spanish to German.
- Copyedited and proofread approximately 15 articles and reviews by contributors and updated content and tone for stylistic alignment.
- Collaborated with contributors to develop upcoming publications, generate fresh ideas, conceptualize storytelling strategies, and produce a broad range of content.
- Used Adobe InDesign for editing, layout, and drafting final publication.

TEACHING POSITIONS: **Inclusion Coordinator:** *B'nai Jeshurun New York City*; **Workshop Facilitator:** *Antena Los Angeles*; **Education Specialist:** *Los Angeles Unified School District*; **Instructor:** *University Beyond Bars*; **Predoctoral Instructor and Teaching Associate:** *University of Washington*.

EDUCATION & CERTIFICATIONS

PhD in History, 2022 & Master of Arts in History, 2014 | University of Washington, Seattle, WA

Master of Arts in Latin American Studies, 2011 | The University of Chicago, Chicago, IL

Bachelor of Arts in Social Work, 2010 | Alice Salomon University of Applied Sciences, Berlin, Germany

CERTIFICATIONS:

Software Development Diploma, Code Institute

Poynter ACES Certificate in Editing

Certificate in Intercultural Studies, Linnaeus University, Växjö, Sweden

Education Specialist Instruction Credential, State of California

Emergency Medical Technician, National Registry of Emergency Medical Technicians & State of Connecticut

ADDITIONAL CREDENTIALS

TOOLS & TECHNOLOGY:	Microsoft Office, Google Suite, Canvas, WordPress, audio editing, Adobe InDesign
LANGUAGES:	English & German: Bilingual proficiency Spanish: Full oral and written proficiency French: Conversational Portuguese, Swedish, Russian, Yiddish, Ladino: Translation competence
PROFESSIONAL AFFILIATIONS:	ACES: The Society for Editing
COMMUNITY ENGAGEMENT:	Pro-bono interpreting, translation, and editing for grassroots and non-profit organizations