

# Paul R. Sweum

Urban Planning Professional | Technical Writer | Indexer | Editor | Owner, [Top Hat Word & Index](http://TopHatWordandIndex.com)  
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## Skills Summary

- A diversified background including writing, editing, project management, presentation, and technical skills.
- Written and oral communications in public hearing environments to inform the public and decision-makers.
- Successful track record operating under short deadlines and through extremely high-pressure situations.
- Sole proprietor and certified technical writer with a focus on indexing, editing, usability, and document design.
- Broad experience in collaborating with diverse workgroups, including small town and tribal settings.

## Career Skill Set

### • Technical Writing

- Indexing and editing focus.
- City planning, architecture, and green industry specializations, in addition to other areas of focus.
- Extensive writing and editing with municipal codes, ordinances, grants, and planning policy.
- Numerous articles published in print and online.
- Creative marketing communications, including for tech writing business and promotion of hobbies.
- Adobe and Microsoft documentation, and numerous editorial styles.
- Writing for web-based environments.
- White paper research and development.
- Usability, accessibility, and document design as technical areas of personal interest.
- Well-connected throughout the industry.

### • Project and Personnel Management

- Extensive project management training and experience.
- Use of research, survey, statistics, and study methods for fact-finding and reporting.
- Leadership and empowerment of project workgroups.
- Track record of success juggling multiple projects.
- Over 5 years of personnel management experience.
- Municipal budget management and impeccable record of accountability.
- Extensive experience operating within complex political paradigms.

### • Software and computer knowledge

- Adobe Dreamweaver
- Adobe Framemaker \*
- Adobe InDesign \*
- Adobe Photoshop \*
- Authoring help tools
- GIS Arcview programs
- HTML & XML programming
- Intuit QuickBooks Pro \*
- Macintosh OS
- Microsoft Excel
- Microsoft OneNote
- Microsoft PowerPoint \*
- Microsoft Project \*
- Microsoft Publisher \*
- Microsoft Word \*
- Microsoft Visio \*
- Search engine optimization (SEO) \*
- SKY Index Professional 7.0 \*
- Various indexing add-ons \*
- Windows 7 and XP OS \*
- WordPress \*

\* Indicates "power user"

## Career highlights and accomplishments

- Successfully launched a technical writing sole proprietorship in 2006.
- Business maintains a philosophy of being green-friendly, socially responsible, and continuing education.
- Co-authored, edited, and polished comprehensive plan updates, guiding successful public input and adoption.
- Pattern of successfully fixing problematic programs and inherited projects in dramatic need of repair.
- Wrote, advocated for, and implemented grant funding for transportation and road safety projects.
- Authored and edited strategic plans and countless planning documents in a span of more than a decade.
- Flowcharting methods helped Tribal decision-making to streamline and advance planning department functions.
- Leadership pushed stalled District planning and housing programs to unprecedented success.
- Researched, authored, and presented code modifications and several advanced planning documents.

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## Professional experience

### **Indexer | Editor | Technical Writer | Owner, [Top Hat Word & Index](#)**

*October 2006 to present - Bellevue, Washington*

Sole proprietor offering indexing, editing, and a wide variety of technical writing services. Clientele involve the publishing industry, urban planning, and the green industry. A wide spectrum is canvassed; from indexing biographies and government documents, to all levels of editing, to writing marketing packages, white papers, abstracts, and numerous articles...and those are only a few examples. Please visit [www.TopHatWordandIndex.com](http://www.TopHatWordandIndex.com) for more details.

### **Community Development Director, [City of Brier](#)**

*May 2005 to May 2006 - Brier, Washington*

In addition to my management responsibilities covering the planning, building, and public works functions of the city, I co-authored and edited a state-mandated comprehensive plan update. I also wrote numerous staff reports for presentation to Planning Commission and City Council meetings, which spanned issues from policy and planning matters to staffing and budget proposals. Presented projects in testy public hearing environments.

### **Planning Administrator | Planning Supervisor, [San Xavier District](#) of the [Tohono O'odham Nation](#)**

*June 1999 to May 2003 - Tucson, Arizona*

Responsible for all planning functions and co-managed housing programs; managed a department of up to 12 staff. Management recommendations to Tribal decision-makers evolved the District governmental hierarchy to further housing programs and increase community member opportunities. Authored long-range plans and grants.

### **Planner II | Planner I, [Town of Marana](#)**

*December 1995 to August 1998 - Marana, Arizona*

Researched and authored long-range planning studies, projects, and municipal codes. Assisted with all planning functions from the beginning application phase through the Planning Commission stage. Authored staff reports for projects to inform City officials and decision-makers. Presented projects in testy public hearing environments.

### **Project Cartographer, Phoenix Mapping Service, a division of [Wide World of Maps](#)**

*January to August 1994 - Phoenix, Arizona*

Researched, wrote, and edited custom and mass-produced maps. Use of cartography tools, photography equipment, and printing presses. All phases of work were performed by hand, prior to the industry going digital.

## Educational Background

### **[Certificate in Information Design](#)**

*Anticipated Spring 2011*

[Bellevue College](#). Bellevue, Washington. Courses in 90 credit program include usability, web design, typography, flowcharting, and other creative media.

### **[Certificate in Basic Indexing](#)**

*July 2010*

[The Graduate School \(USDA\)](#). Washington, D.C. As part of my commitment to continuing education, this distance learning program augments indexing experience with direct mentor feedback.

### **[Certificate in Technical Writing](#)**

*June 2008*

[Bellevue College](#). Bellevue, Washington. Courses in 90 credit program involved indexing, editing, white papers, and document design—while also expanding my array of tools for technical writing.

### **Certificate in Grantsmanship I & II**

*December 2002*

[University of Arizona](#). Tucson, Arizona. Courses in grantsmanship taken through the Extended University program (has since been modified).

### **[Master of Environmental Planning](#)**

*August 1994 to May 1995*

*Obtained 24 credits towards degree.*

[Arizona State University](#). Tempe, Arizona. Urban and regional development specialization. Additional courses covering a wide scope of environmental issues. Dean's honor list. Financially responsible for 100% of education. Final year of program deferred in the interest of concentrating efforts on a full-time job offer in the planning field.

### **[Bachelor of Arts in Geography](#)**

*Urban Studies emphasis*

*December 1993*

[Arizona State University](#). Tempe, Arizona. Urban studies included planning courses and internships. Dean's honor list. Financially responsible for 75% of education. *Geography and planning programs have since combined at ASU.*

*Please contact me with any questions...testimonials, references, and career project accomplishments are available.*