

Paul R. Sweum

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

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Summary of Qualifications | *More details available at [Linkedin.com/in/paulsweum](#).*

- Nearly 20 years of professional technical communications experience.
- Over 10 years of experience as an environmental and town planner.
- Professionally certified training for indexing, technical writing, and an array of the latest tech tools.
- Proven track record with deadline-driven projects and a focus on client needs.
- A wide range of personal experience, interests, and a natural curiosity.

Topics of Experience | *Listed alphabetically. A full listing is available at [TopHatWordandIndex.com/topics](#).*

- **The Arts and hobbies.** Extensive experience with urban and graphic design. Art history enthusiast practicing stained glass, with a focus on interpreting landscapes. Extensive collection of folk art. Fly fishing involves tying own flies.
- **Biographies.** Indexer of biographies following Hazel Bell's indexing practices. Biographies line my nightstand.
- **Disabilities and related technologies.** Personal experience as family caregiver with disability scenarios. An acute awareness of content accessibility and usability as a result of my experience and observations.
- **Education, history, and culture.** Multi-disciplinary background lends to a wide variety of subject matter. Staff with over a decade of teaching experience. Extensive reading and travel abroad lends to historical and cultural awareness.
- **Environmental, Town, and Tribal Planning.** Over a decade of service in urban, small town, and tribal governments through the roles of intern, staff planner, and planning director. Project and personnel management with current, advanced, and policy planning; capital facilities, code authoring, housing programs, grantsmanship, transportation, urban design, agricultural systems, environmental safeguarding, GIS, and interagency coordination, to name a few.
- **Geography.** Bachelor's degree in Geography from Arizona State University. Books on the geographical sciences and related statistical analyses are a focus of leisurely reading, which carries over into subject areas such as geology, history, anthropology, and politics, to name a few. Personal travel itineraries focus on ecotourism and land features.
- **Green Industry.** Professional experience with green building, community sustainability issues, energy, and conservation subjects. Personal practice with composting, horticulture, and home-based sustainability practices. A lifelong passion for environmental causes, including membership with numerous organizations.
- **Marketing communications.** Marketing consultant, including coaching loan consultant teams with design and implementation of packages for marketing blitzes. Authoring of numerous newsletters, blog posts, and press releases.
- **Music and entertainment.** Musical collection of over 3,000 units spanning bluegrass, classical, country, folk, jazz, and rock. Connoisseur of cinema and documentaries. Video/audiophile collecting all forms of equipment and media.
- **Sports.** Active, passive, outdoor, and spectator sports. Traditional baseball fan preferring National League style, good pitching, and scorekeeping. Charter season ticket holder for six seasons with the Arizona Diamondbacks—while living in Tucson. Attendee of Games 2 & 7 of 2001 World Series, and 1978 NBA finals. Connections to pro basketball.
- **Travel.** Travel throughout North America, and extensively on western back roads. Travel abroad includes Europe (four times), Africa, and South America—focusing on cultural immersion. Travel books are a focus of leisurely reading.

Education | *More details available at [TopHatWordandIndex.com/about](#).*

- **Certificate in Basic Indexing,** The Graduate School (USDA). Washington, D.C. July 2010.
- **Certificate in Technical Writing,** Bellevue College. Bellevue, Washington. June 2008.
- **Certificate in Grantsmanship,** University of Arizona. Tucson, Arizona. December 2002.
- **Master of Environmental Planning program,** Arizona State University. Tempe, Arizona.
- **Bachelor of Arts in Geography,** Arizona State University. Tempe, Arizona. December 1993.

Organizations | *More details available at [TopHatWordandIndex.com/testimonials](#).*

- American Society for Indexing
 - Northwest Editor's Guild
 - Society for Technical Communication
 - Association of American Geographers
 - American Planning Association
 - Richard Hugo House
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