

Paul R. Sweum

Town Planner | Technical Writer | Document Usability Specialist | Small Business Owner

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Skills Summary

- A diversified background including programs and project management, presentation, writing and technical skills.
- Written and oral communications in public hearing environments to inform the public and decision-makers.
- A high level of experience and acuity – over two decades in town planning (two states) and technical writing.
- Successful track record managing current and advanced planning functions, grant programs and consultants.
- Certified technical writer with a focus on usability, indexing, flowcharting and document design.
- An understanding of people and business – a manager of up to 12 staff and a business owner for nearly a decade.
- Broad experience in collaborating with diverse workgroups including interagency, small town and tribal settings.

Professional experience – listed in reverse chronological order

Principal | Town Planner | Technical Writer | Document Usability Specialist, [Top Hat Word & Index](#)

October 2006 to present - Snoqualmie, WA

A wide variety of technical writing services, including town planning functions. Usability features and indexing for government documents, technical manuals and books. Indexing for nonfiction publishing, editing, marketing communications, white papers and more. Numerous industry articles and [business blog *The Penny Farthing Commuter*](#).

Planner (temporary), [City of Sumner](#)

November 2014 to March 2015 - Sumner, WA

Successfully brought a backlog of projects to completion and current status while staff focused on a complex sale of a City-owned facility. Processed environmental (SEPA), shoreline, preliminary plat and design review applications, in addition to other permitting functions. Wrote and presented staff reports to Design Review Committee and a Hearing Examiner. Assisted Planning Manager with long-range projects, developed templates for staff reports and advised staff.

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

May 2005 to May 2006 - Brier, WA

Managed planning, building, and public works functions for the City. Managed up to 10 staff. Led the community and stakeholders through a comprehensive plan update. Processing of all planning and permitting functions. Wrote staff reports for presentation to Planning Commission and City Council; spanning issues from projects, municipal code and policy matters to staffing and budget proposals. Presentations in testy public hearing environments.

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

June 1999 to May 2003 - Tucson, AZ

Responsible for all planning functions and assisted HUD housing programs. Managed up to 12 staff. Recommendations to Tribal decision-makers transformed the District governmental hierarchy, furthering housing programs and increasing tribal member employment opportunities. Authored long-range plans. Managed grant and capital facilities programs.

Prior experience: Planning Consultant, Planning Solutions (May 1998-Jun 1999 in Tucson, AZ); Planner I & II, [Town of Marana](#) (Dec 1995-Aug 1998 in Marana, AZ); Planning Intern, [City of Avondale](#) (Nov 1994-Dec 1995 in Avondale, AZ); Project Cartographer, [Wide World of Maps](#) (Jan-Aug 1994 in Phoenix, AZ); GIS Intern, [Arizona State Land Department](#) (Aug-Dec 1993 in Phoenix, AZ)

Educational Background – listed in reverse chronological order

- Certificate in Basic Indexing. [The Graduate School \(USDA\)](#). Washington, D.C.
- Certificates in Technical Writing and Communication, Document Design. [Bellevue College](#). Bellevue, WA
- Certificates in Grantsmanship I & II. [University of Arizona](#) (Extended University). Tucson, AZ
- [Master of Environmental Planning Program](#). Arizona State University. Tempe, AZ
- [Bachelor of Arts in Geography](#) (Urban Studies emphasis). [Arizona State University](#). Tempe, AZ

Associations & Organizations – an abbreviated listing

- National Board of Directors, [American Society for Indexing \(Pacific Northwest chapter\)](#)
- [Parks Board, City of Snoqualmie](#) (Snoqualmie, WA)
- [Planning Association of Washington](#)
- [ΓΘΥ \(Gamma Theta Upsilon\)](#), International Geographic Honor Society

Please contact me with any questions....testimonials, references, and career projects listing available upon request.
