



ELEMENTAL TEXT, LLC

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HEATHER STETTLER, PHD, RPA

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Owner/Consulting Editor (Aug. 2014–Present), Elemental Text, LLC, Bloomington, IN

Developmental editing, substantive editing, copyediting, and formatting services for nonfiction books, business documents (annual and quarterly reports, business plans, data breach plans, codes of conducts, and technical reports), litigation support, comments on proposed regulatory changes, and environmental consulting documents (cultural and natural resource reports and environmental planning documents). Subject matter expert for cultural resource reports. More than 20 years of experience working with a variety of documents.

Developmental editing focuses on the overall structure and cohesiveness of the manuscript, identifies main topics and themes to ensure they are communicated clearly and consistently, and often includes substantial rewriting. Substantive editing typically includes heavy line editing, some restructuring of the document, and some rewriting. Copyediting services focus on grammar, style, usage, and consistency checks. Editing and review services transform documents into well-organized and well-written manuscripts accessible by and appealing to the target audiences. Formatting services focus on improving document organization, accessibility, and adherence to brand guidelines. Works with *The Chicago Manual of Style* 17th edition, *Scientific Style and Format*, and project-specific style guides. Deep familiarity with Adobe Acrobat Pro and MS Access, Excel, PowerPoint, and Word.

Edited Nonfiction Books

The Engineer's Guide to Leading Change, Crystal Kadakia and Janette Williams, 2022, substantive edit

With Me All Along: Reclaim Your Body's Innate Wisdom and Unlock Abundant Wellness, Katy Bosso, 2022, substantive edit

Confused by the Odds: How Probability Misleads Us, David Lockwood, 2022, developmental edit and copyedit

Outwitted, David Lockwood, 2022, developmental edit and copyedit

Cracking the Stress Secret: How to Turn Pressure into Power, Amir A. Rashidian, 2022, developmental edit

Uprooted: Family Trauma, Unknown Origins, and the Secretive History of Artificial Insemination, Peter J. Boni, 2022, copyedit

Fooled by the Winners: How Survivor Bias Deceives Us, David Lockwood, 2021, developmental edit

The Cure for Healthcare: An Old-World Doctor's Prescription for the New-World Health System, Tony Dale, 2021, substantive edit

American Schism: How the Two Enlightenments Hold the Secret to Healing our Nation, Seth David Radwell, 2021, copyedit, winner of the 2022 International Book Award for best general nonfiction

Present Future: Business, Science, and the Deep Tech Revolution, Guy Perelmuter, 2020, copyedit, Gold Winner in the Science and Technology category of the Foreword INDIES 2021 Book of the Year Award

28 Ways of Compassion: A Guide to Transformation and Leadership for a Relationship-Centric Healthcare Culture, Denise Borgoyne, 2019, copyedit

A Great Fit: My Take on Confidence, Charisma, and the Career that Suits You Best, Tom Murry, 2019, copyedit

Executive Fundamentals: Essential Principles for Developing Leaders, Nicholas A. Fischer and Daniel H. Shin, 2018, copyedit

The Growth Dilemma: Determining Your Entrepreneurial Type to Find Your Financing Comfort Zone, Ami Kassar, 2018, copyedit



The Punk Rock of Business: Applying a Punk Rock Attitude in the Modern Business Era, Jeremy Dale, 2018, copyedit

Red Key Revolution: Redefining Success for a Life of Significance, Jordan Kemper, 2018, copyedit

The Innovation Biome: A Sustained Business Environment Where Innovation Thrives, Kumar Mehta, 2017, copyedit

Previous Professional Experience

Principal/Senior Consultant (Sept. 2009—July 2014), SWCA Environ. Consultants, Salt Lake City, UT

Wrote, edited, and provided QA/QC reviews of cultural resource reports, natural resource reports, environmental planning documents, strategic plans, annual business plans, and marketing plans. Managed cultural resource and environmental permitting projects—site-specific investigations, historic contexts, landscape-scale projects, multi-state projects, and mitigation projects. Managed resource programs: cultural and natural resources, paleontology, planning, and wetlands/water. Managed subconsultants in air quality, environmental justice, geoarchaeology, noise, and socioeconomics. Responsible for business development, 100+ employees in 3 offices, approximately \$10MM annual P&L. Expert witness experience.

Program Director and Principal Investigator (2007—2009), Senior Project Manager and Principal Investigator (2005–2007), Assistant Project Manager (2003–2005), Archaeologist (2001–2003), SWCA Environ. Consultants, Salt Lake City, UT

Edited, wrote, and provided QA/QC review of cultural resource reports and planning documents, primarily for federal agency review. Managed environmental permitting projects in Idaho, Nevada, New Mexico, Utah, and Wyoming. Provided regulatory guidance to clients; collaborated with various federal, state, and local agencies. Responsible for business development and client management. Responsible for approximately 30 employees in two offices and approximately \$3MM annual P&L.

Various Positions (1990—2001), Multiple Institutions in Various Locations

Projects with the University of Chicago (New Mexico and Spain), the University of Arizona (France), and the Universidad de Cantabria (Spain); archaeological contract work with Human Systems Research (New Mexico); teaching position at the University of California, Los Angeles.

Training

ACES Advanced Editing Bootcamp
Center for Creative Leadership Development
Harvard Manage Mentor Modules
NEPA Comprehensive
NEPA Project Manager
PSMJ Financial Management, PSMJ Project Management

Professional Organizations and Permits

American Cultural Resources Association
Editorial Freelancers Association
National Association of Independent Writers and Editors
Registered Professional Archaeologists 15236
Society for American Archaeology
Utah Public Lands Policy Coordinating Office,
Archaeology Principal Investigator, Permit #36

Education

PhD, Anthropology (Archaeology), University of Chicago, 1998
MA, Anthropology (Archaeology), University of Chicago, 1995
BA, Anthropology (Archaeology), with Honors, University of Chicago, 1992