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HEATHER STETTLER, PHD, RPA

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

Dr. Stettler provides scientific technical editing, technical writing, QA/QC review, and formatting services. She produces documents that comply with Section 508 accessibility requirements. She primarily works with environmental documents such as environmental impact statements, environmental assessments, natural resource reports, prehistoric and historic archeological survey and mitigation reports, historic structure reports, and cultural resource historic contexts. She also works with business documents and non-fiction books. She has more than 20 years of experience in environmental consulting, including working with federal agencies (BLM, FHWA, FTA, NPS, USACE, USFWS) and state agencies in multiple states.

Technical editing services focus on consistency, grammar, style, usage, and compliance with Section 508 accessibility regulations. Dr. Stettler ensures documents are well-organized, well-written, and accessible by regulatory agency reviewers, non-specialist reviewers, and the public. She works with scientists and engineers to transform challenging or jargon-dense scientific text into clear and concise reports. Formatting services focus on improving document consistency, organization, accessibility, adherence to brand or company guidelines, and creating document templates. Dr. Stettler works with *The Chicago Manual of Style* 17th edition, *Scientific Style and Format*, and agency-specific or project-specific style guides. Deep familiarity with Adobe Acrobat Pro and Microsoft Office suite.

Selected Projects

State of Utah, Division of Water Quality: *Numeric Nitrogen and Phosphorus Criteria: Utah Headwater Streams, Application of Stressor-Response Models and Multiple Lines of Evidence, and Technical Support Document: Utah's Nutrient Strategy, Scientific Investigations to Support Utah's Nutrient Reduction Program*: Technical editing (grammar, style, usage, consistency); rewriting for succinctness, clarity, and voice; figure and table formatting and consistency; fixing document structure and organization; and document formatting and layout for a multi-author, multi-year scientific technical report.

Bureau of Reclamation Navajo-Gallup Water Supply Project, Reaches 9–11: Technical editing (grammar, style, usage, consistency); rewriting for succinctness, clarity, and voice; and fixing document structure and organization for a multi-author, multi-year, multi-volume archaeological mitigation report.

Bureau of Reclamation Navajo-Gallup Water Supply Project, Cutter Lateral: Technical editing (grammar, style, usage, consistency); rewriting for succinctness, clarity, and voice; and fixing document structure and organization for a multi-author, multi-year, multi-volume archaeological mitigation report.

Atwell, LLC: Technical editing (grammar, style, usage, consistency), formatting, template development, and Section 508 compliance for various environmental reports in support of wind and solar projects.

Texas Department of Transportation: Draft and Final Environmental Impact Statements for the North Houston Highway Improvement Project, Houston District: Technical editing and formatting of this EIS, including compliance with some aspects of Section 508 accessibility requirements. Work completed with Cox|McLain Environmental Consulting.

Crow Canyon, Cortez, Colorado: Technical editing (grammar, style, usage, consistency) of a multi-year, multi-author data recovery report covering remote sensing, excavation of prehistoric archaeological sites, prehistoric architecture, and analysis of artifacts, human skeletal remains, faunal remains, archaeobotanical remains, and pollen. Responsibilities include formatting entire report and producing PDF/A with bookmarks.

Texas Department of Transportation: Oak Hill Parkway Final Environmental Impact Statement: Technical editing and formatting of this EIS, including compliance with some aspects of Section 508 accessibility requirements. Work completed with Cox|McLain Environmental Consulting.



New Braunfels Utilities: High-level review of multi-year, multi-author archaeological report.

National Park Service, Oñate Crossing at the Camino Real de Tierra Adentro: Wrote and edited portions of a cultural landscape report. Technical editing and writing (grammar, style, usage, consistency).

Cambridge University Press, Quaternary Research: Technical editing (grammar, style, usage, consistency) of academic journal articles related to archaeology, chronology, dating methods, and geology.

Tierra Right of Way: Class III Cultural Resources Inventory of Wolf Hole Lake and Mt. Trumbull Allotments: Technical editing (grammar, style, usage, consistency) and formatting for a multi-part archaeological survey report.

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), Assist. PM (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