ALAN BOWMAN

Bowman Indexing Services | bowmanindexing.com | alan@bowmanindexing.com

I make technical content easier to find and use with back-of-the-book and embedded indexes.

Professional Summary

Freelance indexer with a strong foundation in Linux and UNIX system and network administration and over 15 years of experience as a technical writer.

I create clear, usable back-of-the-book and embedded indexes that help readers navigate complex technical material. My work is informed by years of writing and editing software documentation for real-world users.

Indexing Skills

- Back-of-the-book indexing
- Embedded indexing
- Indexing software: SKY Index Professional, Cindex, Index-Manager
- Subject matter focus: Linux/UNIX systems, networking, system administration, DevOps and command line tools, technical documentation
- Familiar with publisher style guides (e.g., Chicago Manual of Style, PragProg, O'Reilly)
- Detail-oriented, deadline-driven, and experienced working with editors and subject matter experts

Professional Experience

Freelance Indexer
2024–Present

- Create structured, reader-focused indexes for technical books and documentation.
- Experience in indexing topics such as system administration, shell scripting, Linux/UNIX operations, and technical workflows.
- Deliver high-quality indexes on time in collaboration with authors and editors.

Technical Writer
2008–Present

- Write and edit user guides, admin manuals, and help systems for enterprise software.
- Develop content for audiences ranging from administrators to end users.
- Work with product managers and engineers to translate complex features into clear, actionable documentation.
- Incorporate UX writing and content design strategies to improve user navigation and task completion.

Linux/UNIX System and Network Administrator

1998–2008

- Maintained and supported Linux and UNIX systems in enterprise environments.
- Managed networks, user accounts, backups, and troubleshooting.
- Developed internal documentation and troubleshooting procedures for IT staff.

Education & Training

Indexing: Theory and Application

UC Berkeley Extension

Comprehensive training in back-of-the-book and embedded indexing using real-world content and professional indexing tools.

M.S., Technical Communication Management

Mercer University, Macon, GA, US

Focused on managing content teams, documentation workflows, and strategies for clear technical communication.

B.S., Integrative Studies – Project Supervision in Technological Environments

Clayton State University, Morrow, GA, US

Blended studies in technology, leadership, and business to prepare for managing technical projects and teams.

Foundations of UX Writing (Certificate)

University of Washington Professional & Continuing Education

Training in writing clear, task-based content for digital interfaces with an emphasis on user needs and design alignment.