

# Marrietta R. Reber

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(650) 329-1257

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## Highlight of Qualifications

- Proven track record of assisting Bay Area professionals to win promotions and navigate career changes.
- Specialties in resume and cover letter writing, interviewing skills, employment coaching and negotiation.
- 14 years experience in training, workshop presenting, curriculum development, and professional development.
- Expertise in project management, marketing, strategic planning and consulting, and organizational alignment.
- Extensive experience in technical writing, technical publications, and desktop publishing.

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## Corporate Experience

- Employment Consultant/Trainer/Coach** Mar 2008 – Present  
Executive Upgrade Consulting Palo Alto, CA
- Provide customized coaching for individuals seeking career advancement, promotions, or job changes.
  - Conduct workshops for Project Management Institute (PMI): Silicon Valley Chapter on employment strategies.
  - Train participants to write effective cover letters, create persuasive resumes, and interview successfully.
- Department Chair** Sept 2002 – Present  
Technical Writing Department/De Anza College Cupertino, CA
- Teach technical writing, instructional design, business communications, and project management.
  - Chair the Technical Writing Department and manage faculty, scheduling, curriculum, and budget.
- Independent Consultant** Aug 2000 – Feb 2001  
K&L Field Marketing, LLC. New York, NY
- Appointed National Training Manager to develop training materials for American Express, Ricoh, and Iams.
  - Served as D.C. Area Manager to launch field marketing campaign; hired, trained, and managed field reps.
- Training Manager & Associate Account Executive** Dec 1998 – Apr 2000  
Digitas (Bronnercom) Boston, MA
- Assisted clients American Express, AT&T, and General Motors to implement marketing and contact strategies for direct mail and telemarketing, performance support initiatives, and organizational alignment strategies.
  - Served as the main client contact; managed budgets and created timelines, decks, and client presentations.
  - Supervised teams creating training including self-paced workbooks, train-the-trainer sessions, and certifications.
- Project Manager** Jun 1998 – Jan 1999  
Professional Development Group (PDG) Weyland, MA
- Directed project teams to create customized training solutions for Fortune 2000 companies implementing software applications such as PeopleSoft, NT, Microsoft Office, and proprietary applications.
  - Created project plans, design documents, and timelines; served as the primary contact with clients.
  - Oversaw creation of Computer Based Training (CBT), paper-based documentation, and stand-up training.
- Product Developer** May 1997 – Mar 1998  
Franklin Covey Co. Provo, UT
- Developed effectiveness seminars on time management and *The Seven Habits of Highly Effective People*.
  - Created learning objectives, seminar curriculum, models, exercises, trainer and participant manuals, and videos.
- Technical Writer** Dec 1993 – Feb 1996  
Ameritech Library Services Provo, UT
- Wrote, edited, designed, and indexed user's guides for library automation software.
  - Developed new design for user's guides and pamphlets; created team style guide of writing conventions.
  - Implemented and taught new employee training; conducted department training sessions and follow-up labs.

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## Corporate Achievements

- Received an American Express Special Recognition Award for the new Membership Rewards program 2000.
- Received The Rose Education Foundation Most Valuable Volunteer Award 2000.
- Awarded The Society for Technical Communicators Excellence in User's Guides April 1996.

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## Teaching Experience

### *Education Coordinator/Curriculum Consultant*

The Rose Education Foundation

Apr 2000 – Aug 2000, Jul 2001 – Mar 2002

Chimaltenango, Guatemala

- Oversaw all aspects of education; reorganized administration; created org charts, job descriptions, and policies.
- Created and delivered administrator and teacher training; created U.S. volunteer materials.
- Supervised native teachers to create curriculum for Spanish, Mathematics, Social Studies, and Natural Sciences.

### *Humanities and English Instructor*

Utah Valley State College, Humanities and English Departments

Aug 1996 – May 1998

Orem, UT

- Taught technical writing, business communications, composition, literature, and visual and performing arts.
- Developed syllabi, curriculum, and examinations; supervised TA, submitted grades, wrote recommendations.

### *Humanities Instructor and Section Leader*

Brigham Young University, Humanities Department

Aug 1994 – Jan 1996

Provo, UT

- Taught composition, literature, philosophy, music, dance, drama, film, painting, sculpture, and architecture.
- Developed syllabi, materials, and examinations; graded essays and examinations; submitted final grades.

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## Teaching and Academic Achievements

- Studied Arabic and political science in Jordan with UCSB's Teacher Training program in Jun/Jul 2006.
- Supervised campus abroad programs to 10 European countries 1997, Spain Fall 2005, England Fall 2008.
- Nominated for Who's Who Among America's Teachers for 2004-05.
- Member of Phi Kappa Phi, National Golden Key Honor Society, National Dean's List, Who's Who American College Students, Who's Who American High School Students, and California Scholarship Association.
- Awarded BYU Graduate Scholarship 1994 to 1996, BYU University Scholar Scholarship 1990 to 1993, Mae Covey Gardner Study Abroad Scholarship 1992, and Kiwanis Club Scholarship 1990.
- Studied literature, art, political science, and world religions in London, England from Jan to Jun 1992.
- Received the Disneyland Creativity Challenge Award for Poetry and Outstanding Student in Vocal Music 1990.

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## Education

**Ph.D. coursework in English, British Literature**, George Washington University, Washington D.C.: 2000-2001.

**M.A. in Humanities**, Brigham Young University, Provo, UT: 1996.

**B.A. in English, Humanities Minor**, Magna Cum Laude, Brigham Young University, Provo, UT: 1993.