

Marrietta R. Reber

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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.

Teaching Experience

Department Chair/Instructor

DeAnza College: Technical Writing, English, Business, and Reading Departments

Sept 2002 – Present

Cupertino, CA

- Chair the Technical Writing Department and manage faculty, scheduling, curriculum, and budget.
- Teach technical writing, instructional design, business communications, and project management.
- Teach composition, literature, and analytical reading skills in the English and Reading Departments.
- Develop syllabi, curriculum, and examinations; submit grades; write recommendations; serve on committees.

Education Coordinator/Curriculum Consultant

The Rose Education Foundation

Apr 2000 – Aug 2000, July 2001 – Mar 2002

Chimaltenango, Guatemala

- Supervised native teachers to create curriculum for Spanish, Mathematics, Social Studies, and Natural Sciences.
- 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.

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.

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.

Academic Papers Presented or Published

- "Reflection and Rejection: The Borderland Search for Identity in Walter Scott's *The Surgeon's Daughter*" at Borderlands: Remapping Zones of Cultural Practice and Representation at UMASS Amherst, March 2001.
- "Mark Twain as an Anglophile: A Crucial Step in His Journey from Light-Hearted Social Critic to Damning Social Satirist" at the 6th Annual Texas Tech Graduate English Studies Conference, February 2001.
- "Clarity and Cohesion in Technical Writing" at 3rd Annual Rocky Mountain Peer Tutoring Conference, 1996.

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.
- 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.

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 1996.

Skills

Tech Pubs and Document Design. Training. MS Office and PageMaker. PC and Mac proficient. Fluent in Spanish.

Interests

Gourmet cooking, hiking, latin and swing dancing, piano, singing, and kickboxing.