

Maria Lesley Pribyl

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Microsoft Computer Software Instructor

Specializing in conducting fun and interactive computer training classes.

Summary

- Over 18+ years experience, Senior level professional computer software instructor and consultant
- Enthusiastic, professional and passionate about teaching clients the tools and skills they need to accomplish their goals
- Approachable, articulate and easily understood by students
- Teach basic through advance level computer classes in the public and private sector
- Self-motivated, organized, efficient, responsive to customer's needs
- Bilingual: Fluent in English and Spanish

Technical Background

Teach introductory through advanced computer classes including:

Applications for versions 2003-2010

Computer Basics	Internet Fundamentals	Microsoft Outlook	Windows XP/Vista/7
Dreamweaver	Microsoft Excel	Microsoft Power Point	Presentation Skills
HTML	Microsoft Front Page	Microsoft Word	

Work Experience

Computer Instructor Various training companies Bay Area, CA Feb 2000 - present

- Consultant, Webinar Trainer, Soft Skill Trainer and Courseware Developer
- Conduct fun and interactive training sessions for most commonly used software
- Develop courseware curriculum and conduct individualized training sessions at client sites
- Train for various major Silicon Valley employers, local universities and high schools, and at local City and County offices
- Saving students countless hours of unnecessary work (helping students streamline their work processes)
- Consistently exceeding student expectations by anticipating their needs in providing quality training

End User Training Manager Santa Clara University Santa Clara, CA 1997-2000

- Developed, implemented and executed a long-term strategic ACES End User training plan
- Conducted Train the Trainer Sessions for System Managers and Power Users
- Coordinated training efforts with System and Department Managers
- Developed courseware and instructional materials for End User Training
- Communications Coordinator: created and maintained project website, prepared and issued quarterly project newsletter
- Project Manager: motivated and inspired teamwork. Developed and evaluated project milestones
- Supervisory responsibility of a department Administrative Assistant
- Established documentation procedures, issued project status reports, prepared and conducted Core Team meetings and monitored project costs, schedules and deliverables against plan
- Recruitment, training, motivation and development of project staff

Recruiting Specialist Management Solutions, Inc. San Jose, CA 1997-1997

- Recruited and interviewed potential candidates for future accounting or finance related positions

EGLS Computer Systems Coordinator Northrop Grumman Corporation Sunnyvale, CA 1987-1997

- Responsible for developing training materials and conducting efficient and timely training sessions for senior management and their staff, overcoming resistance to change
- Automated accounting system from keypunch batch processing to an on-line, real time mainframe system developing input and report generation screens for various accounting functions
- Planned and monitored milestone timeline, granted and monitored security access to Users on the system, resolved troubleshooting issues, conducted periodic presentations to senior management regarding project status

Fixed Asset SAP Implementation Coordinator (3/94-1/97)

- Responsible for liaison between Corporate Process Engineering Team and Marine Division management, assisting in data conversion and reconciliation of SAP and legacy systems
- Responsible for capitalization, retirements and transfer of capital equipment maintained on both a Corporate and Division level. Monitored capital spending against forecasted dollars
- Automated various reports increasing productivity significantly by use of file linking feature in both Quattro Pro and Excel

Fixed Price Billing and Cost Accountant (5/89-5/91)

- Automated the processing of 200 invoices per week using Lotus 123 macros and streamlined the preparation of month end closing entries

Operations Finance, Proposals Cost Analyst and Group Lead (8/87-4/89)

- Assigned proposal project assignments, coordinated efforts on major proposals working with Manufacturing and Quality Engineering and Operations, conducted status meetings, and led the Basis of Estimate Standardization (BOES) Quality Circle Project
- Prepared and conducted management presentations reporting proposal status and completion. Developed, implemented and trained the concept of Cost Estimating Relationships (CER's) for Factory Support organization

Student Research Assistant Santa Clara University Santa Clara, CA 1984-1988
Office of the Academic Vice President

- Prepared data on academic programs for outside agencies, maintained confidential data on student enrollments and faculty, designed and implemented the faculty management information system

Education

- Bachelor of Science in Commerce Degree in Finance Santa Clara University Santa Clara, CA June 1987

Accomplishments

- BYU Management Society Silicon Valley Chapter President (1/12-Present)
- American Society for Training and Development (ASTD) South Bay SIG Director (1/11-1/12)
- Silicon Valley Women President (10/10-12/11)
- Toastmasters International (11/89-5/94)
 - Distinguished Toastmaster designation 5/94
 - Division F Governor (1992-93) managed and trained 33 clubs and 6 areas
- Junior Achievement - Finance Advisor (1987-90)
- Professional Connections Mentor Program (1987-94) Santa Clara University
- Alpha Phi Sorority (9/84-6/87) Rush Director, Philanthropy Chair, Pledge President