

ERICA RYBERG

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SUMMARY OF EXPERIENCE

- Multi-talented liaison and marketer with a strong financial background
- Excellent communicator with a strong relationship- and collaboration-focused approach to work. Fluent in a variety of online and written mediums. Advanced Spanish speaker.
- Personable and enthusiastic social style with a strong service and team orientation.

EXPERIENCE

September
2016 –
Present

- **Montoya Wealth Management, Financial advisor and owner**
- Co-own the firm, a fee-only investment advisor in Prescott, AZ with Brandon Montoya/
- Perform marketing duties for Montoya Wealth, including website design and maintenance, social media design and maintenance, and marketing collateral development.
- Assist in client and prospect meetings and building financial plans.

September
2010 –
April 2016

- **Amazon Web Services Technical Writer and Customer Advocate**
- Co-wrote the Data Center Global Services department's yearly operational planning proposal document.
- Was responsible for identifying, tracking and solving customer-affecting issues within a 200-person department in a highly collaborative manner.
- Created schematics, flowcharts, change management templates, and internal Data Center Engineering procedures, summaries and job descriptions.

May 2003 -
September
2010

- **Professional Writer**
- Co-founded and published (and later sold) *Read It Here*, a regional news magazine based in Prescott, Arizona that emphasized sustainability, building bridges in the community and quality of life. Was responsible for sales and marketing and distribution. Visit www.ericawriter.com for a sample issue and other writing clips.
- Writer with Creative Concepts and Copywriting. 1/06-5/09. Wrote direct response pieces including how-to articles, profiles, case studies, and web copy.
- Staff writer for the South County Spotlight, a strong community newspaper in Scappoose, Oregon. 6/09-5/10.
- Interim public relations director, Prescott College. Edited Transitions, the alumni magazine. 8/05-12/05. Contract writer for the college 3/05-9/10.

August
2002 -
May 2003

- **Teacher**
- Taught Spanish and science classes at Kestrel High School in Prescott, AZ. 8/02-5/03. Contact: (928) 541-1090.
- After-school teacher, translator, and curriculum planner, Whittier School, Minneapolis, MN.. 1/04-1/05 Contact: (612) 668-4181.

EDUCATION, SKILLS, AND INTERESTS

- B.S. in Biology, 1998, magna cum laude, Northern Arizona University, Flagstaff, Arizona.
- Highly computer literate. Knowledgeable in Word, Excel, Photoshop, Visio. Have created web content using CSS, HTML, Wikis, and content management systems.
- Interested in sustainable solution finding, human-centered urban planning, and adventure sports. Proficient Spanish speaker.