

# MARINA GIBBONS

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## Passionate Business Professional...

providing more than fifteen years of related achievements on a national and international basis. Offer additional years of progressive experience in multiple industries and disciplines including public accounting, financial auditing, controllership, corporate and partnership tax analysis and preparation, technology, government, banking, and energy. Proven expertise in leadership development, new training program creation, content development, classroom training facilitation, technical training, training program issue resolution, curriculum writing, program management, risk assessments, Sarbanes Oxley compliance, and assessing business processes that support well-branded corporations. Apply superior language, interpersonal and written communication skills.

### Career Highlights:

- Continuously identified staffing needs for various projects and effectively matched skill sets to needs in order to maximize customer satisfaction while promoting personal growth of individuals.
- Successfully coached multiple individuals in audit, through performance evaluation processes and interpersonal challenges.
- Actively participated at two Big-4 accounting firms, in hiring, recruiting, and retention programs. Represented both firms at career fairs, national and international professional conferences, and in university classrooms.
- Effectively stepped in to controllership positions across my career, demonstrating my sound accounting knowledge and ability to navigate between management accounting (internal) and audit requirements (external).
- Leveraged exceptional communication skills to facilitate risk assessments, deep dive brainstorming sessions, group training sessions, Internet-based training programs, individual training programs, live web-based training sessions, and large-scale national seminars.
- Capitalized on desire to support employees in their quest for knowledge, and taught thousands of professionals including audit professionals, partners, and multi-disciplined professionals.
- Trained more than 1,000 professionals working in the USA, Canada, Mexico, UK, Czech Republic, India, and Japan. Highly cognizant of other business cultures, and work well with multi-national professionals.
- Created a dynamic corporate learning environment and taught more than 30 subjects such as internal audit risk assessments, business process experiences, professional excellence, report writing, among other topics.
- Clearly demonstrated talents in program and project management, budget control, controllership activities, organizational effectiveness, change management, leadership development, consensus building, sales, career coaching, ability to influence others, and crisis management.

**Training and Internal Audit Department Management • National Training and Program Strategies • Policy Development  
Career Coaching • Executive Coaching • Public Speaking • Strategic Planning • Cost Saving Strategies • Relationship Building  
Sales • Hiring and Retention • Create/Track/Analyze Budgets • Effective Listening • Organized and Motivated**

## CAREER HISTORY

IDOL courses Academy – Reno, NV ..... 2019 to Present  
**Instructional Designer**

As a current student of the academy, hand selected to become a member of the talent pool. Our professor has her own business and talent pool members are offered paid experience opportunities related to instructional design. Completed conversions of lengthy corporate manuals into isolated scripts to be used in development of videos. Reviewed blog submissions for any editorial corrections. Tapped to participate in a future podcast around 508 compliance once I complete certification.

ZEEVO GROUP, LLC – Reno, NV .....2018\* to 2019  
**Senior Manager, Head of Learning and Development**  
**\*(contracted with company from 2016 to 2018, when I became a permanent employee)**

Brought on board to create a training/learning function – initially for Zeevo employees, but with the future goal of offering training services to clients. Responsible for identifying training software needs, the development of internal training to support high-achieving consultants, designing a curriculum plan, facilitation, and advising on sound instructional design. Given my audit background, I also assisted or advised on select internal audit projects as needed. Select highlights summarized below:

- **Developed a Master Training Plan.** Assessed existing course materials and designed a new plan for OnBoarding and career progression that didn't exist prior.
- **Created the vision for new employee OnBoarding.** Comprehensive design elements and course identification to satisfy performance competencies. Included in this project was a timeline and roadmap for completion.
- **Achieved NASBA Registry designation for Group Live training events.** This was a huge accomplishment, requiring a very intense application process and management of over a dozen required forms that are technical and specific to demonstrating competency with their Standards. This achievement allowed Zeevo to offer continuing education units for individuals needing them to meet regulatory professional certification requirements (e.g., CPA, CIA, PMP, CISA, etc.).
- **Researched/tested/recommended both authoring software tools (for eLearning) and learning management systems.** Provided executive summaries for both and my suggested findings were accepted.

FORWARD FOODS, LLC – Reno, NV .....2015 to 2018  
**Assistant Controller**

Responsible for monthly close activities, including but not limited to, over 40 monthly account reconciliations, account analysis, account summarization, enhancing policies and procedures, and audit preparation and support. This was a part time position specific to supporting the close activities. Select highlights summarized below:

- **Caught the company up on six months of lapsed reconciliations when I first joined.** In doing so, I also improved upon the reconciliation formats and identified immediate (needed) adjustments.
- **Enhanced existing and/or created policies and procedures for standard accounting activities.** Primarily this activity was to support the company's annual audit requirement (to provide such documentation) but will serve as good cross-training material for new employees that join the accounting group.

INDEPENDENT CONTRACTOR – Roseville, CA .....2012 to 2015  
**Senior Manager, Instructional Design and Curriculum Development; Internal Audit**

Provide various value-additive skills and experience to forward-thinking companies. Working in a virtual environment greater than 80% of work hours, able to effectively advise, execute, and achieve required milestones and due dates. Select projects summarized below:

- **Institute of Internal Auditors (IIA), Florida – Currently under contract to assist and deliver on a sweeping curriculum development plan** that includes, but is not limited to: design and development of eLearning, classroom, seminars, and blended learning; advising on LMS considerations; streamlining/improving upon existing courses; mapping of course objectives to performance competencies in order to confirm relevance and identify any gaps in curriculum. The IIA is also selling their services in this area to interested companies and I have **recently completed a 16 module eLearning suite for internal audit on-boarding for a Fortune 50 Health Insurance company.**
- **The Grace Foundation, California – advised on a comprehensive volunteer tracking database** enabling meaningful reports, calculation of key metrics, and a link to e-mail to improve communications with a vast number of volunteers.
- **UC Campus, California – developed an intense three-day workshop for incoming RAs** that rolled out in the summer of 2014. The workshop included numerous scenarios for the resident assistants to maneuver through. This was an extremely interactive, fun, and challenging workshop that incorporated leadership learning opportunities.

DELOITTE & TOUCHE, LLP – San Jose, CA .....2003 to 2011  
**Corporate Trainer • Senior Manager, Business Risk: Internal Audit, SOX, and Finance Transformation**

Most recently, member of a National Strategic Initiative Team challenged to improve the corporate learning culture. Create, teach, and manage innovative training programs that benefit more than 1,000 national and global multi-disciplined employees. Traveled to England, Canada, India, Japan, and the Czech Republic and across the United States to spearhead 80+ highly effective training programs.

Leverage business knowledge to teach business courses focused on business process experiences, logical structuring, internal audit risk assessment, report writing, employee supervision, effective communications, corporate ethics, and other topics. In a global business environment, concentrate on program management, national training strategies, curriculum development, technical training, project management, train-the-trainer programs, competency mapping, client training, executive coaching, and leadership development. In client service, managed large-scale audit projects for corporate executive sponsors. Facilitated risk assessments and managed SOX compliance for multi-billion international corporations. Previously managed a team comprised of up to 80 global professionals.

- **Met or exceeded project deadline** for \$2B global technology company in year-one SOX compliance. This required developing training for over 300 company personnel and working closely with both the company's chief finance and accounting officers, and financial audit firm. Managed a global team of 80+ professionals.
- **Championed a highly innovative seminar** that focused on an experiential facilitated learning style. Innovative learning format required change management and critical negotiation skills in pursuit of subject matter experts. Program was launched in 2007, and was acknowledged as the highest rating program among partners and senior managers.
- **Personally selected to participate in a 12-person management development program** which devoted five years to a national and global strategic initiative which pinpointed learning deficiencies. Program also identified and implemented significant changes. Successful in charting a robust curriculum by level, creating training content, and influencing and communicating with associates.
- **Selected by senior executives to participate in a three level corporate facilitator training** certification program, including a virtual classroom certification. Success resulted in an opportunity to train new facilitator candidates.
- **Supervised and guided global writing teams** in charge of creating technical training programs. Communicated well with colleagues from Brazil, Mexico, France, England, Poland, Canada, and Australia, and served as the principal technical content writer for two seasons.
- **Defined and met all budget and schedule milestones** regarding all key training programs personally developed or facilitated.

CALPINE CORPORATION – San Jose, CA .....2001 to 2003  
**Manager: GL Consolidations, Policies, and Foundation**

Retained to oversee financial initiatives for a charitable foundation and participated in accounting, consolidation, and closing activities. Delivered results in not-for-profit and corporate accounting, reconciliation activities, accounting research, internal audit support, SEC reporting, and accounting policy development.

- **Conceived and deployed a comprehensive reconciliation methodology** to support a corporate cash sweep account involving more than 100 accounts. As a result, the time devoted to reconciliation activities was slashed from more than five days to eight to 10 hours. Trained staff members how to use Excel features to handle the new process.
- **Executed a plan to research and resolve over 300 aged reconciling items** regarding the primary concentration account. As a result, reconciliation activities were completed faster than before and were actively researched.
- **Set up the company's first charitable foundation** and served as Controller after conducting research and communicating briefly with attorneys. Prepared the tax return, and developed a template for supporting data feeds.
- **Partnered with the Accounting Department** during a three-year reaudit of corporate financials, and no major issues were found by an external auditing firm.

ERNST & YOUNG, LLP – San Jose, CA .....1996 to 2001  
**Manager: Assurance Advisory Business Services / Business Risk Services • Senior Consultant • Staff Tax Consultant**

- **Based on stellar performance**, chosen by upper management to work on developing and facilitating a newly hired employee training program. Successfully completed the firm's required certification program for facilitators.
- **Resolved a deficiency in the employee training curriculum** by creating additional courses and training local employees. Contributed to employee performance by teaching subjects such as audit command language, supply chain, tax provision preparation, and work paper effectiveness.
- **Selected as the Interim Assistant Controller** and navigated the company through an annual financial audit. Ensured success by focusing on reconciliation and audit schedule reviews and providing information for specific accounts to the audit team. Client was delighted with outcome, and remained on board as a key consultant to the corporate accounting team.
- **Directed a 12-person team** when the largest company in Silicon Valley decided to split the business. Worked with client for more than eight months on diverse accounting projects and trained their staff members on accounting activities. Success led to an engagement to work with the newly formed company.
- **During a five-year period**, gained superior experience in financial audits, internal audits, and corporate tax.

ADP – Santa Clara, CA .....1991 to 1996  
**Senior Account Representative, Client Service Division • Teledata Representative, Autopay Plus Division**

- **Taught 40 professionals on specific sections** of CPP as well as basic accounting activities.

WORLD CUP SOCCER – Santa Clara, CA .....1994  
**Finance Assistant**

## EDUCATION/TOOL FAMILIARITY

**Master of Education, Instructional Design and Technology**  
Bowling Green State University, Bowling Green, Ohio - 2023

**Bachelor of Science, Business Administration, Accounting**  
Notre Dame de Namur University, Belmont, CA - 1993

MS Excel • Word • PowerPoint • Project • Visio • Quickbooks • Dynamics • Articulate 360 • Engage • Centra • SnagIt • Canva • Vyond • WordPress • Audacity • Adobe Photoshop • Doodly