

Robert T. Weber
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| Career Focus | Writer/Editor | | | | | | | | | | | | | | | | |
|---|---|---|----------------|---|------|---|-------------|--|--|---|-------------|---|--|---|-----------------|---|--|
| Experience Summary | <ul style="list-style-type: none">• Press releases, book reviews, weekly speeches, curriculum and class material• Well-versed in proofreading for newsletters and bulletins• Strong command of grammar and style• Competent office manager; good interpersonal skills• Experienced manager in various settings: teachers, volunteers, and apartment complex• Well-read in history, psychology, politics, economics, and religion• Book published in 2018: <i>Coming Attractions</i>• Personal website: www.WordsDR.com (A professional writing business) | | | | | | | | | | | | | | | | |
| Education | <table><tr><td>M.A., Professional Writing – <i>New England College</i>, Henniker, NH</td><td>May 2014</td></tr><tr><td>M. A. R., Religious Studies, Harding School of Theology, Memphis, TN</td><td>1981</td></tr><tr><td>B.A., English, <i>Missouri State University</i>, Springfield, MO</td><td>1977</td></tr></table> | M.A., Professional Writing – <i>New England College</i> , Henniker, NH | May 2014 | M. A. R., Religious Studies , Harding School of Theology, Memphis, TN | 1981 | B.A., English , <i>Missouri State University</i> , Springfield, MO | 1977 | | | | | | | | | | |
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| Professional Experience | <table><tr><td>Minister – <i>Chatham Church of Christ</i>, Chatham, NJ</td><td>7/87 - Present</td></tr><tr><td><ul style="list-style-type: none">• Write and deliver weekly speeches• Developed and wrote material for web site• Produce curriculum for numerous age groups, edit newsletters, and generate press releases• Published numerous book reviews</td><td></td></tr><tr><td>Minister – <i>South Easton Church of Christ</i>, South Easton, MA</td><td>1/81 – 6/87</td></tr><tr><td><ul style="list-style-type: none">• Wrote and delivered weekly lectures and classes• Oversaw adult and children’s educational programs• Conducted business meetings• Provided personal guidance and mentoring</td><td></td></tr><tr><td>Instructor, Sight Director – <i>The Princeton Review</i>, Princeton, NJ</td><td>6/95 - 2001</td></tr><tr><td><ul style="list-style-type: none">• Taught verbal portions of SAT• Site director: coordinated teachers, provided introductory lectures, and acted as liaison between site facility and office management</td><td></td></tr><tr><td>English Tutor – <i>New Providence Learning Club, Inc.</i>, Mountainside, NJ</td><td>10/10 - Present</td></tr><tr><td><ul style="list-style-type: none">• Instruct in SAT, GAMT prep tests, assist students in writing college essays• Develop techniques for grammatical, reading, and writing portions of SAT, GMAT• Tutor all ages in writing techniques</td><td></td></tr></table> | Minister – <i>Chatham Church of Christ</i> , Chatham, NJ | 7/87 - Present | <ul style="list-style-type: none">• Write and deliver weekly speeches• Developed and wrote material for web site• Produce curriculum for numerous age groups, edit newsletters, and generate press releases• Published numerous book reviews | | Minister – <i>South Easton Church of Christ</i> , South Easton, MA | 1/81 – 6/87 | <ul style="list-style-type: none">• Wrote and delivered weekly lectures and classes• Oversaw adult and children’s educational programs• Conducted business meetings• Provided personal guidance and mentoring | | Instructor, Sight Director – <i>The Princeton Review</i> , Princeton, NJ | 6/95 - 2001 | <ul style="list-style-type: none">• Taught verbal portions of SAT• Site director: coordinated teachers, provided introductory lectures, and acted as liaison between site facility and office management | | English Tutor – <i>New Providence Learning Club, Inc.</i> , Mountainside, NJ | 10/10 - Present | <ul style="list-style-type: none">• Instruct in SAT, GAMT prep tests, assist students in writing college essays• Develop techniques for grammatical, reading, and writing portions of SAT, GMAT• Tutor all ages in writing techniques | |
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| Computer Skills | • Microsoft Word • Publisher • Certificate in Web Development Software | | | | | | | | | | | | | | | | |
| Military Service: 10/67-10/70, U. S. Army. Honorably Discharged | | | | | | | | | | | | | | | | | |
| References available upon request | | | | | | | | | | | | | | | | | |