

## **MICHAEL KELBERER: SUMMARY CURRICULUM VITAE**

### **EXPERIENCE**

#### **ENVIRONMENTAL WRITING**

##### ***Owner***

- Providing communications services for organizations with an environmental message.

#### **UNIVERSITY OF MINNESOTA (NATIONAL CENTER FOR EARTH-SURFACE DYNAMICS AND ST. ANTHONY FALLS LABORATORY)**

##### ***Manager of Planning, Communications and Information Management***

- Designed and wrote strategic plans and annual reports for the NSF, research reports to industry partners, newsletters for donors and stakeholders, research-related web content, and PowerPoint® scripts.

#### **POSSIBILITY THINKING**

##### ***Planning and communications consultant***

- Designed and produced booklets explaining complex legal and financial planning strategies in plain English. Wrote business plan and IPO prospectus for planned national magazine launch. Developed and wrote business plan for publishing division of national non-profit.

#### **THE PHOENIX**

##### ***Owner, Publisher and Editor***

- Edited, wrote, designed and produced 20-page newspaper.

#### **ARABIAN AMERICAN OIL COMPANY**

##### ***Project Manager/Business Manager***

- Wrote project execution plans and progress reports for senior management approval.
- Managed contract development, bid and award, negotiation and administration.
- Wrote technical specifications for engineering and construction contracts.

### **EDUCATION**

#### **UNIVERSITY OF MINNESOTA INSTITUTE OF TECHNOLOGY**

PhD Candidate – Geomorphology

Research Fellow

#### **UNIVERSITY OF MINNESOTA CARLSON SCHOOL OF MANAGEMENT**

Master of Business Administration

#### **HAVERFORD COLLEGE**

Bachelor of Arts / Economics