



“Dawn was professional, consistent, and a joy to work with. She is **at the top of her game and an excellent instructor. Conference attendees loved her** and she knows her subjects.”

*Erik Ruthruff  
Microsoft Office Solutions  
Conference*

“Doing it right and her **ability to put people at ease and explain complex details in simple terms** are just some of the many compliments I heard about Dawn’s work.”

*Rosanne Dreher  
Chevron*

**Microsoft Certified Trainer (MCT)  
Microsoft Certified Application  
Specialist (MCAS) Instructor and  
Microsoft Office Specialist  
Master Instructor**

**Microsoft Certified Expert:**

- Microsoft Office
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Access

**Certified Women’s  
Business  
Enterprise (WBE)**

## Dawn Bjork Buzbee The **Software Pro**®

### Geek Speak Becomes People Friendly™

Have you ever stared at your computer and thought...

*There has to be a better way!*

Would you like smart and easy ways to use your software and technology more effectively and to:

- Increase productivity
- Reduce frustration
- Maximize results

Dawn Bjork Buzbee can help! She is an **energizing and informative** software speaker, trainer, and consultant that gets results. She’ll help you **focus on people over technology**.

### Forget Stereotypes

Dawn is the techie that **doesn’t act, look, or communicate like a computer nerd**. Although she can easily engage even the most sophisticated tech people, Dawn speaks in plain English and builds comfort and competence for software users of any experience level.

With her highly interactive, non-intimidating style, *The Software Pro*® shares real-world, jargon-free advice from a **Microsoft Certified Trainer (MCT), Microsoft Certified Application Specialist (MCAS) Instructor** and **Microsoft Office Specialist Master Instructor**.

### Dawn Takes the Hard Out of Software!

Find out what more than 100,000 people have learned—Dawn helps you make sense of technology and eliminate technical complexity. She brings her **25 years of experience** plus a friendly and entertaining approach to deliver easily understandable information that is useful immediately. Dawn helps **facilitate change** and **build acceptance** of new software processes and skills.

### Your Technology Coach

With her uncommon mix of technical and communication expertise, Dawn can help:

- Give a more personalized, practical, and in-depth way to build expertise
- Upgrade or update software programs and procedures
- Save time and accomplish more

Dawn is your partner in meeting your software needs, supporting your business systems and goals, and creating a happier and more productive workplace.

***The Software Pro*® helps you discover a better way!**

# Dawn Bjork Buzbee

The **Software Pro**®

## Most Requested Programs

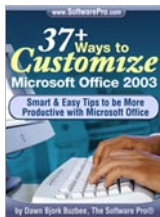
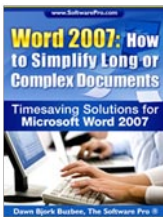
Contact your speakers bureau to create your own custom program today!

- Moving to Microsoft Office 2007
- What You Need to Know About Word 2007
- What You Need to Know About Excel 2007
- What You Need to Know About PowerPoint 2007
- Beyond Bullet Points: 7 Steps to Successful Presentations
- Productivity Tips, Tricks, and Tactics for Microsoft Outlook
- 11 Smart & Easy Ways to Overcome E-Mail Overload
- Tips, Tricks, and Tactics for Microsoft Word
- Tips, Tricks, and Tactics for Microsoft Excel
- Tips, Tricks, and Tactics for Microsoft PowerPoint



## The Software Pro® Delivers!

- Conference Breakout Sessions
- Technology Seminars & Workshops
- Customized Software Education
- Beginning to Advanced Microsoft Office Topics
- Follow-Up Software Coaching and Project Support



Contact your speakers bureau to book your program today!



### Partial List of Happy Clients:

- Amer Technology
- Apex Silver
- CDM (Camp Dresser & McKee)
- Colorado Army National Guard
- Colorado Society of Association Executives (CSAE)
- Colorado State University
- Denver Water
- District Department of Transportation
- Electrum Ltd USA
- Environmental Protection Agency
- Federal Highway Administration
- Federally Employed Women
- Great-West Life
- Howard Hughes Medical Institute
- Informant Communications Group
- International Association of Administrative Professionals (IAAP)
- Meetings Industry Council - Colorado
- Minerals Management Service
- Motorola
- Society of Government Meeting Professionals
- Texaco (now Chevron)
- University of Colorado
- US Fish and Wildlife Service
- US Geological Survey
- Vitech Systems Group
- ...and others

"My PowerPoint presentations are **100% better and much more effective** because of your interesting and engaging presentation and great tips!"

*Participant, Colorado Society of Association Executives*