

Marjorie L. Buscher

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PROFESSIONAL SUMMARY

Administrative Assistant offering over twenty years experience in a highly technical, science oriented enterprise. Team player with entrepreneurial mind-set, consistently producing beyond goals, expectations and vision for position. Recognized as an intuitive, resourceful, and productive contributor always focused on the mission of the organization. Dedicated to providing quality customer service. Computer skills: MS Office, Internet Research.

EMPLOYMENT EXPERIENCE

University at Buffalo (1987-2009)

MCEER - Multidisciplinary Center for Earthquake Engineering

NCEER – National Center for Earthquake Engineering Research

Administrative Assistant to Publications Managers

- Point of contact for United States and Global educators, students, firms, universities and partners for sales and distribution of 500 published earthquake research technical reports
- Accurately produced monthly reports using Microsoft Excel, Word, and Access
- Conducted presentations and lab tours regarding earthquake education of local schools and general public, Mentored interns

MLAB Enterprises (1972-1985)

Niche Secretarial Services Business

Owner/Operator

- Provided quality customer service to local clients: Buffalo Sabres, several small businesses, a Pharmaceutical Sales Representative and several college students
- Efficiently prepared a wide array of correspondence including graduate student dissertations

EDUCATION AND CERTIFICATIONS

Martha Beck Institute (graduate)

Life Coach Certification (Anticipated May-June 2012)

Certified Toastmaster - CTM

Supervisory Studies Certificate - Cornell University, NYS School of Industrial and Labor Relations

Micro MBA Certificate Program - UB School of Management

The Forum – (similar to Outward Bound) Toronto

Creative Education Foundation Certificates:

Advanced Facilitation Skills, Tools/Techniques Workshop, Integrating Creativity/Leadership

PRESENTATIONS

MCEER/NCEER

Performed speaking engagements and tours for UB Public Relations Department

Unitarian Universalist Summer Program:

“A Journey into Passion,”

“The Process of Changing” developed from William Sturmer’s book “*Risking Change, Endings and Beginnings.*”

VOLUNTEER

Amistad Compeer Volunteer - Meet and greet visitors at the UCC, Buffalo Waterfront

Co-Chairman - Environmental Cottage, Grand Island

Organizer - Refurbish Non-Profit Nursery Team

Organizer - Spina Bifida Workshop

Volunteer Trainee – AVP (Alternative to Violence)

Youth Leader – Creative Problem Solving Institute - CPSI