



“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 Office Specialist (MOS)
Master Instructor

Microsoft Certified Application
Specialist (MCAS) Instructor

Microsoft Certified Expert:

- Microsoft Office
- Microsoft Office 365
- Microsoft Excel
- Microsoft Word
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft OneNote
- Microsoft Access

Certified Women’s Business
Enterprise (WBE)

Certified Women-Owned
Small Business (WOSB)



The **Software Pro**®

Dawn Bjork Buzbee, MCT *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?

Microsoft
CERTIFIED
Trainer

Dawn Bjork Buzbee can help! She is an **energizing and informative** software speaker, trainer, author, 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 built on experience and credentials as a **Microsoft Certified Trainer (MCT)**, **Microsoft Certified Application Specialist (MCAS) Instructor** and **Microsoft Office Specialist Master Instructor**. Dawn is also an author of 8 popular software books.

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 more than **20 years of experience** plus a friendly and entertaining approach to deliver easily understandable information that is immediately useful. Dawn helps **facilitate change** and **build acceptance** of new software processes and skills. She is your **tech translator!**

Your Technology Coach

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

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

Dawn is your partner in simplifying the programs on your desktop, supporting your business systems and goals, and creating a happier and more productive workplace.

The Software Pro® helps you discover a better way!

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Dawn Bjork Buzbee, MCT

The Software Pro®

Popular Training & Speaking Programs

Contact The Software Pro® to create your own custom event today!

- Microsoft Office 2013 & Office 365: Clearing the Cloud of Confusion
- What's New in Microsoft Office 2013?
- Microsoft Windows 8: What to Expect When You Upgrade
- Microsoft Office Mix: Tips, Tricks & Techniques in Outlook, Excel, Word & PowerPoint
- Presentation Success: Dodging Death by PowerPoint
- Windows 7 Tips, Tricks & Techniques
- Microsoft Word Tips, Tricks, and Techniques Everyone Should Know
- Microsoft Excel Tips, Tricks, and Techniques Everyone Should Know
- Microsoft Outlook Tips, Tricks, and Techniques
- Microsoft OneNote Tips, Tricks, and Techniques
- Adobe Acrobat Tips, Tricks, & Techniques
- Smart & Easy Ways to Overcome E-Mail Overload
- Getting Started with Excel PivotTables
- ...and much more!



Instructor

Find out how **Geek Speak Becomes People Friendly™** at www.SoftwarePro.com

The Software Pro® Delivers!

- Beginning to Advanced Microsoft Office & Windows Topics
- Customized Software Training
- Speaker for Conference Breakout Sessions
- Technology Seminars & Workshops
- Webinars & Videos
- Books & Learning Guides
- Personalized Software Coaching
- Consulting and Project Support

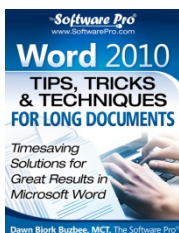
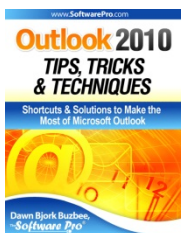


Partial List of Happy Clients

- American Society of Administrative Professionals (ASAP)
- Anacor Pharmaceuticals
- Antero Resources
- Board of Veterans' Appeals (Veterans' Affairs)
- Colorado Society of Association Executives (CSAE)
- DCP Midstream
- Denver Water
- District Department of Transportation (D-DOT)
- DOI-University (Department of the Interior)
- Electrum Ltd USA
- Environmental Protection Agency (EPA)
- Forest Oil
- Great-West Life
- Happy State Bank
- Howard Hughes Medical Institute (HHMI)
- International Association of Administrative Professionals (IAAP)
- Johnson & Johnson
- Meetings Industry Council - Colorado
- Motorola
- National Ski Patrol
- Office of Natural Resources Revenue (ONRR)
- Procter & Gamble
- Society of Gov't Meeting Professionals (SGMP)
- State of Colorado
- Texaco (now Chevron)
- United Technologies
- University of Colorado
- US Dept of Health & Human Services (HHS)
- US Geological Survey (USGS)
- Vitech Systems Group
- Western AgCredit
- Western Area Power Administration (WAPA)
- ...and others

"Thank you so much! I was really worried about getting this new version of Office but now I feel so comfortable after your fun and helpful training. I'm even excited to try the new features!"

*Debbie, Seminar Participant
Western Area Power Administration
U.S. Department of Energy*



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