



**SUSAN ALTHEA JARZEN, CPS**  
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### **CAREER OBJECTIVE**

To maintain quality and excellence in my work.

### **RECENT WORK EXPERIENCE**

*Florida Museum of Natural History, University of Florida, Gainesville, FL, Powell Hall, Development Office Secretary, July 1, 2006. Promoted to Senior Secretary, December 1, 2006.*

*Florida Museum of Natural History, University of Florida, Gainesville, FL, Powell Hall, Development Office and Center for Informal Science Education, Secretary, November, 2003 to July 1, 2006.*

*Marie Selby Botanical Gardens, Sarasota, FL, Executive Assistant to the President, December 15, 2003 to September, 2003.*

*Marie Selby Botanical Gardens, Sarasota, FL, Research & Conservation Department, Administrative Assistant, September 14, 2002 to December 15, 2003.*

*Florida Museum of Natural History, University of Florida, Gainesville, FL, Powell Hall, Exhibits and Education, Senior Secretary, November 6, 1998 – June 3, 2002.*

*Trisha B. Peterson, Ph.D., Licensed Mental Health Counseling private practice, Gainesville, FL. Office Manager and Secretary, part-time position (mornings), (June, 1997 - June, 1998).*

*Florida Museum of Natural History, Paleobotany Range, University of Florida, part-time position in range on cataloguing specimens and data input (June, 1997 - June, 1998).*

*University of Florida English Language Institute, Education Department, Gainesville, secretary during the Spring 1997 Commencement session (April, 1997).*

*Florida Museum of Natural History, Paleobotany, Gainesville, Volunteer, in the Paleobotany Collections with various tasks, including computer data input (January - August, 1997).*

### **OTHER EXPERIENCE**

Canadian Museum of Nature, Ottawa, Ontario, Canada

September 1988 to December 1996: Full-time Volunteer Research Assistant; Research program development and public programming interface in Paleobiology Division. Palynology Laboratory assistant, chemical processing of floral and rock samples for pollen and spores; secretarial and general office work; computer word processing, and dedicated CHIN (Canadian Heritage Information Network) computer program for data collection.

University of Queensland, Botany Department, Brisbane, Queensland, Australia

July 1987 to August 1988: Volunteer Research Assistant; Laboratory processing of fern spores for Dr. M.E. Dettmann, including slide preparation. Collection of extant pollen/spore material from herbarium sheets at the Queensland Herbaria, Department of Primary Industries, Indooroopilly, Queensland, for research purposes.

Assisted sub-committee Program Chair of 7th International Palynological Congress held in Brisbane, August, 1988, with filing, typing.

Delcanda International Limited, Ottawa, Ontario (Engineering Consulting Firm)

1984 to 1987: Secretary to the Chairman, and Office Services Manager;

April 1986 to April 1987: Head Office Support Co-ordinator on Tanzania Railway Support Services project for the Canadian International Development Agency. Responsible for administration of 15 cooperants overseas and dependants in co-ordination with project manager located in Dar-es-Salaam. Monthly financial reports, transportation arrangements, personnel files, briefing and interviewing recruits. Responsible for two Tanzanian trainees attending university in Canada.

1980 to 1983: Secretary to the President and Office Services Manager: President's correspondence and mail, appointments, placing overseas calls, Dictaphone and personal filing. Responsible for domestic administration of all overseas company staff and dependants, averaging 20 persons, including transportation arrangements, personal services such as storage of effects, accounts management and banking, correspondence courses for dependants, visas and passports, miscellaneous personnel purchasing.

Co-ordination of Office Services: Responsible for head office staff recruitment and supervision, all supplies ordering, maintenance of corporate records, legalization of company documents, co-ordination of branch filing system, and branch library of company proposals and reports.

1977 to 1980: Secretary-Receptionist; Primarily report and proposal preparation for President and six professional engineers.

Burroughs Business Machines, Ltd., Ottawa, Ontario

1976 to 1977: Office Manager: Coordination of office and direct responsibility for three staff members; reports, inventory reconciliation, accounts payable and receivable.

1976: Branch Secretary: Equipment proposals, shorthand and Dictaphone, supplies and branch stock ordering, invoice filing, general coordination of office procedures, telephones, telex.

1974 to 1976: Permanent Part-time Secretary: Typing, reception and switchboard relief duties.

University Presbyterian Chapel, Bloomington, Indiana, U.S.A.

1970: Secretary to the Minister, Shorthand, typing, supply ordering, office co-ordination and reception, Gestetner mimeographing of church bulletin.

Development Office, Kent State University, Kent, Ohio, U.S.A.

1965 to 1966: Secretary to the Director, General office, Dictaphone, typing, initiation of filing system for office, telephones, reception.

Goodrich-Gulf Chemicals, Inc., Cleveland, Ohio, U.S.A.

1964 to 1965: Export Documentation Clerk; Special documents required for shipment of crude rubber overseas, involving coordination with city banks for letters of credit.

1961 to 1963: Junior Secretary; Accounts receivable, relief receptionist, airline ticket reservations, export documentation assistant, typing and shorthand.

**AWARDS**

*Nominated* Nov. 2001 for the University of Florida Superior Accomplishment Award.

*Member of the Year, 2001, and 2006*, International Association of Administrative Professionals<sup>®</sup>, Gainesville, FL, Chapter

July 2006 - Florida Museum of Natural History *Staff Enrichment Fund Award \$1500*  
For Attendance to IAAP 2007 International Meeting and IAAP 2007 Division Meeting

**EDUCATION**

2007 Notary Public, 11-14-2007 to 11-14-2011.

2006 Project Management classes, 15 hours, UF Division of Human Resources, Training & Development, 5 courses.

2005 CPS recertification, valid to April 2010.

2001. Supervisory Challenge, UF Division of Human Resources, Training & Development, 8 courses, 24 credit hours.

2000. Institute for Certifying Secretaries Exam, May 6, received Certified Professional Secretary<sup>®</sup> (CPS<sup>®</sup>) certification.

1989. Computer Training Centres, Ottawa, Ontario, Microsoft Word & Internet.

1988. The University of Queensland, Brisbane, QLD, Australia. Introductory course on computers.

Algonquin College, Ottawa, Ontario. Evening classes between 1985 and 1987. (In preparation for Certified Professional Secretary (CPS) rating, exam administered by Institute for Certifying Secretaries.)

Dyke College<sup>1</sup>, Cleveland, Ohio, 1960 to 1961. Private Secretarial Diploma.

Miami University, Oxford, Ohio, 1959 to 1960. Arts and Sciences Program.

**SOCIETIES**

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<sup>1</sup> As of 1995, the College name changed to David N. Myers College.

- 1999 to present International Association of Administrative Professionals® (IAAP), Gainesville Chapter, Florida; Secretary (2000-2001); Chair, Seminar Committee (2001-2002)& (2004-5); *Member of the Year* (2001); President-elect (2004-5); President (2005-6); *Member of the Year (2006)*; Chair, Retirement Trust Committee, Newsletter Co-editor and Secretary (2007). President-elect (2008-9).
- 1989 to present American Fern Society (AFS)
- 1986 to 1996 Canadian Association of Palynologists (CAP)
- 1984 to 1989 Professional Secretaries International (PSI)<sup>2</sup>, Ottawa, Ontario, Chapter. Chair, Certified Professional Secretary (CPS) and Education Committee (1985-1987); Chair, Fall Workshop on "Negotiating Strategies" (1985).

## **INTERESTS**

Business office procedures; museum work; pteridology. Enjoyment is found in travel, arts, music and nature hiking.

## **PUBLICATIONS**

- 1990 Announcement for VIII International Palynological Congress, Aix-en-Provence, 1992. *CAP Newsletter*, 13(2): 29-31.
- 1991 The John F. Grayson Palynology Library. *CAP Newsletter*, 14(1): 17-18.
- 1991 (Review). Durning, Alan. "The Grim Payback of Greed." *Canadian Biodiversity* 1(2): 26.
- 1993 (Review). Glaze, D. (ed.) 1992. Saskatchewan Global Education Project Resource Catalogue. Saskatchewan Global Education Project. *Global Biodiversity*, 3(2): 41.
- 1993 (Review). Harris, M. 1991. Better House and Planet. Key Porter Books Ltd., Toronto, 219 pp. *Global Biodiversity*, 3(3): 43.
- 1993 (Review). Gilfillan, M.C. 1991. Moods of the Ohio moons, an outdoorsman's almanac. Kent State University Press, Kent, Ohio, 137 pp. *Global Biodiversity*, 3(3): 42.
- 1994 (Review). Teitel, M. 1992. Rainforest in Your Kitchen. Island Press, Washington, D.C., 112 pp. *Global Biodiversity*. 3(4): 41-42.
- 1994 (Review). Costa Rica and The World Resources Institute. 1991. Accounts Overdue: Natural Resource Depreciation in Costa Rica. *Global Biodiversity*, 3(4): 38.
- 1994 (Review). The Center for Study of Responsive Law, Government purchasing project. Energy ideas and Forty ways to make government purchasing green. *Global Biodiversity*. 4(2): 44.
- 1995 Jarzen, D.M. and **Jarzen, S.A.** The Gondar Curtain: Palynological Analysis. In: Textile Section Conservators, Canadian Heritage, Canadian Conservation Institute, Conservation Treatment of the Gondar Hanging for the Royal Ontario Museum, Treatment Report, Appendix F, pp 128-133.

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<sup>2</sup>Recently changed to International Association of Administrative Professionals® (IAAP®).

- 1995 Jarzen, D.M., **Jarzen, S.A.**, Fensome, R. and MacMillan, W. (editors). Program and Abstracts, 28<sup>th</sup> Annual Meeting of the American Association of Stratigraphic Palynologists, Inc., Ottawa, Ontario, Canada. 22 pp. ISSN 019207272.
- 1995 Dettmann, M.E., Jarzen, D.M. and **Jarzen, S.A.** Feeding habits of the mahogany glider: palynological evidence. *Palynology*, 19:137-141.
- 2006 Jarzen, D.M. and **Jarzen, S.A.** . Collecting pollen and spore samples from herbaria. *Palynology*, 30:111-119.
- 2007 Jarzen, D.M., Manchester, S.R., Retallack, G. and **Jarzen, S.A.** (Editors). Advances in Angiosperm Paleobotany and Paleoclimate Reconstruction-Contributions Honouring David L. Dilcher and Jack A. Wolfe. *Courier Forschungsinstitut Senckenberg*, 258: 1-189.

## **REFERENCES**

Margaret D. Lowman, Ph.D., Director of Environmental Initiatives, Professor Biology and Environmental Studies, New College of Florida, 5700 N. Tamiami Trail, Sarasota, FL 34243-2146. E-mail: [canopymeg@aol.com](mailto:canopymeg@aol.com)

Lorraine Jeffrey, Salesforce Assessments, Inc., 1451 Donald Munro Drive, Carp, Ontario, K0A 1L0 Canada, Tel. (613) 839-7355; FAX (613) 839-1842.  
E-mail: [Lorraine@SalesforceAssessments.com](mailto:Lorraine@SalesforceAssessments.com)

Bruce J. MacFadden, Ph.D., Curator Paleontology, Florida Museum of Natural History, University of Florida, P.O. Box 117800, Gainesville, FL 32611-7800, Tel. (352)392-1721, ext. 496, E-mail: [bmacfadd@flmnh.ufl.edu](mailto:bmacfadd@flmnh.ufl.edu)

Beverly S. Sensbach, Director of Development, Florida Museum of Natural History, University of Florida, P.O. Box 112710, Gainesville, FL 32611-2710, Cell Phone: (352) 256-4356, E-mail: [sensbach@flmnh.ufl.edu](mailto:sensbach@flmnh.ufl.edu)