

MARTHA E.S. BUCHANAN

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CURRENT POSITION

Academic Support Specialist, San Antonio College, San Antonio, Texas, 1999-present.

EDUCATION

M.Ed. Curriculum and Instruction with a concentration in Education Technology, Our Lady of the Lake University, 2003.

B.S. Government and Political Science, University of Maryland European Division, 1991.

A.A. General Liberal Arts Curriculum, University of Maryland European Division, 1989.

Additional Professional Education

Web Master Certification, San Antonio College	2006
Trac Dat Access Training	2006
Early Alert Access Training	2006
Achieving the Dream Community Conversations Moderator and Recorder Presentation Training	2006
Banner Power User/Initiator Training	2005
Leadership Skills for Supervisors and Managers, San Antonio College	2004
Certified Corporate Trainer, San Antonio College	2004
Notary Public Training, San Antonio College	2004
Certified Continuing Education Instructor, San Antonio College	2002
Writers in Communities In-Service Literacy Program, Gemini Ink	2002
Presentation Skills, San Antonio College	2002
Instructional Methods and Media, San Antonio College	2002
Lesson Plan Development, San Antonio College	2002
Objectives and Test Development, San Antonio College	2002
Informix Database Management II Training, Department of the Army, Education Center Management Training Center, Heidelberg, Germany	1991
Education Center Management, Department of the Army, Education Center Management Training Center, Heidelberg, Germany	1990
Customer Service Training, Department of the Army, Frankfurt Military Community, Abrams Kaserne	1990
Basic Income Tax Preparation in Tax Theory and Return Preparation, Training School, H&R Block, Radcliff, Kentucky	1987

PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS

Academic Support Specialist San Antonio College	San Antonio, Texas. 1999-Present
Library Services Clerk University of the Incarnate Word	San Antonio, Texas. 06-09, 1999
Library Assistant III: Foreign Language Cataloger Trinity University	San Antonio, Texas 1995-1999
Insurance Liaison (GSE5) Andrews Federal Credit Union	Frankfurt, Germany 1992-1993
Education Clerk (GS5) Abrams Education Center Frankfurt Military Community	Frankfurt, Germany 01/1990-07/1991
Representative of the Office of the Registrar McNair Kaserne/ Camp Eschborn/ Abrams Kaserne Education Centers University of Maryland, European Division	Frankfurt, Germany 08/1988-12/1989