



The Software Pro[®]

Software Productivity is Only a Click Away™

Dawn Bjork, MCT, MOSM



SOFTWARE TRAINER | SPEAKER | CONSULTANT | AUTHOR

**Has your organization upgraded to Microsoft Office 365?
Are your teams overwhelmed with too much Excel data?
Are you looking for better ways to manage email overload?**

TURN TO THE SOFTWARE PRO[®]

Dawn Bjork is The Software Pro, a Microsoft Certified Trainer with more than 30 professional certifications and over 25 years' experience translating tech speak into valuable skills that increase productivity. An author of 9 books and 100's of training programs, she is an expert in customized computer training, consulting, and coaching on *Microsoft Office, Microsoft Windows, Adobe Acrobat*, and other key software programs.

Dawn has helped more than 100,000 individuals from Fortune 100 companies, government, and other organizations to discover easy ways to immediately *be more productive, make better decisions, and save money!*

CAPABILITIES

- Customized Software Training Classes
- Workshop & Conference Speaker
- Specialized Software Consulting & Coaching
- Training Books, Videos & Webinars

CONTACT INFORMATION & CERTIFICATIONS

The Software Pro
Dawn Bjork, MCT, MOSM

TheSoftwarePro.com

Dawn@TheSoftwarePro.com

6057 East Briarwood Circle
Centennial, CO 80112

Office & Direct: (303) 699-6868

Company Details:

DUNS #: 12-981-6237
CAGE Code: 3UEY9

Certifications:

WBENC: #245014
WOSB: SBA-Certified Woman Owned Small Business
MCT: Microsoft Certified Trainer
MOSM: Microsoft Office Specialist Master
... and many more!

Industry Codes: (NAICS)

611420 Computer Training
611430 Professional and Management Development Training
541519 Other Computer Related Services
611710 Educational Support Services

*"It's rare to attend a presentation where the takeaways will **literally save me hundreds of hours in improved productivity.**"*

Steve Krueger, CPPO, CPPB
Procurement & Capital Projects Manager

*"I'm saving at least **2 days of work every month** by applying the new **Excel skills and processes** I've learned from Dawn. She is a lifesaver!"*

Financial Analyst, Office of Natural Resources Revenue (ONRR)

*"Dawn's presentation style is **fun, interactive, and incorporates a variety of creative training techniques.** I highly recommend Dawn not only as an excellent presenter but also as a **Microsoft expert!**"*

Don Marquez, Denver Water
Director of Training and Development (Retired)

CLIENTS

Bureau of Reclamation	State of New Mexico
State of Colorado	NIGP-The Institute of Public Procurement
Denver Water	Office of Natural Resources Revenue
EPA	State of Wyoming
General Services Administration	<i>... and hundreds more!</i>
Navajo Nation	

CERTIFIED EXPERT



Microsoft
CERTIFIED
Trainer

Microsoft
Office Specialist Master
Office 2016

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