

Name: Harben, Marsha

Address: 3320 SW 75 Street, Gainesville, FL, 32608

Email: marsha54@gmail.com

Board Name: Land Conservation Board

Primary Phone:

352-538-0464

Please list any civic and professional accomplishments/honors, training or experience related to this appointment::

Real Estate Salesperson since 1980s - currently inactive

Please list any current/previous Advisory Board appointments:

None

What Contributions do you feel you could make if you were selected to this board?:

Gainesville native; concerned for our land, wildlife and environment

Please Agree with the following statements:

I understand this application is the property of Alachua County and subject to public records laws. I hereby certify that the statements made on this application are true and correct. I understand that Appointees to advisory board/committees are required to attend scheduled meetings as specified in the "Guidelines for Citizen Advisory Boards and Committees". I understand that some boards and committees require Financial Disclosure (Chapter 112, Florida Statutes) and I am willing to file if required. I affirm that my personal and business (if applicable) affairs within Alachua County are in substantial compliance with all county regulatory and taxing authorities rules and regulations?:

Yes

Are you currently serving, or have you ever served, on an Alachua County advisory board? :

No

Time of Submission: 11/01/24 10:22:06 AM

Attachments

- Harben_Marsha_Resume.pdf

MARSHA HARBEN

Cell Phone: (352) 538-0464 – Email: marsha54@gmail.com

Professional Competencies Include ...

<i>Work ethic/Motivation</i>	<i>Teamwork/People skills</i>
<i>Dependability/Reliability</i>	<i>Adaptability/Initiative</i>
<i>Professionalism</i>	<i>Critical thinking skills</i>
<i>Communication/written & oral</i>	<i>Problem analysis/solving</i>
<i>Honesty/integrity</i>	<i>Planning/organizing</i>

PROFESSIONAL EXPERIENCE

Retired – June 2018 – present

Administrative Support Assistant III & Fellowship Program Manager – November 2011 – June 2018
University of Florida Department of Obstetrics & Gynecology, Division of Maternal Fetal Medicine (MFM)

- Division Manager
 - Assistant to the Division Director
 - Set up meetings (in person and virtual)
 - Coordinated multiple calendars
 - Processed orders for division spending
 - Worked closely with Division Director to develop division policies and procedures
 - Worked closely with Division Director and Department Chair with employee relation issues
 - Planned travel, prepared authorizations, and submitted expenses
 - Coordinated division faculty recruitment
 - Attended meetings and transcribed meeting minutes
 - Tracked meeting action lists
 - Assisted Division Director with clinical and educational schedules
 - Maintained and updated the division website portal
 - Prepared manuscripts for submission
 - Maintained professional memberships and certifications
 - Maintained continuing medical education records
 - Prepared, processed, and tracked division faculty leave
 - Audited Division faculty leave

- Fellowship Program Manager
 - Coordinated program under direction of Fellowship Program Director
 - Assisted Program Director with two successful accreditations
 - Wrote and maintained the fellowship program manual
 - Coordinated fellowship seminar series
 - Assisted Fellowship Program Director with employee relation issues
 - Prepared, processed, and tracked fellows' leave
 - Audited fellows' leave
 - Maintained and updated the fellowship program website portal
 - Worked closely with Program Director to develop fellowship policies and procedures
 - Coordinated fellowship recruitment
 - Coordinated fellows' onboarding process
 - Collaborated closely with fellows to effectively manage the division and fellowship operations and objectives in all missions

Assistant Director, Administration/Finance – November 1999 – April 2011
University of Florida Health Cancer Center

- Assisted Cancer Center Director and Executive Leadership with:
 - Development of one-year and five-year strategic plans
 - Created systems to accomplish and track strategic goals
 - Applied systems to achieve the National Cancer Institute's six essential features for a Cancer Center
 - Development of Cancer Center's annual budget
 - Development of community outreach seminar series
 - Worked with UF Health Center Facilities Director to correct Cancer Center signage
 - Attended College of Medicine tenure and promotion meetings
 - Attended College of Medicine management meetings
 - Attended and presented at Cancer Center executive leadership meetings
 - Attended Cancer Center budget meetings with College of Medicine senior leadership

- Supervised and directed areas of:
 - Administrative and research support
 - Annual budget, finance, and accounting
 - Human Resources, included recruiting, onboarding, employee relations and supervision
 - Information services and support, including web site content
 - Communications, included a Cancer Center quarterly newsletter
 - Community outreach
 - Cancer patient-centered practices

Other University of Florida positions included, Federal Grant Coordinator, Executive Assistant, Recruiter, Supervisor, and Accounting Manager – September 1987 – October 1999

Other areas of expertise and experiences are:

- *Editorial Assistant,*
 - Corresponded with authors and staff
 - Created and maintained reports, forms, contracts, and files
 - Extensive use and maintenance of database records
 - Prepared manuscripts for transmittal to production

- *Information Technology,*
 - Email effectiveness
 - MS Office Suite
 - Relational Databases
 - Dropbox
 - GoToMeeting
 - Zoom
 - Doodle Polls
 - Facebook
 - Instagram
 - Pinterest
 - Gmail
 - Web Content
 - Website editor and proofreader