

# SHELBY BUETTNER

## EXPERIENCE

### RESEARCH COORDINATOR, UNIVERSITY OF NEBRASKA MEDICAL CENTER

OMAHA, NE 2008-PRESENT

- Maintained relationships with internal and external media outlets to facilitate maximum exposure of research and researchers
- Planned community, Foundation, and University events to bolster interest and support of the Center and its projects
- Developed formal communication processes with collaborators to organize and raise awareness of collaborative, cross-institutional research activities
- Produced departmental marketing plan and coordinated all media relations
- Prepared clearly written technical, analytical, and press correspondence for publication and presentation of experimental results
- Coordinated, prioritized, and administered all operational affairs related to departmental research activities and events
- Ensured accurate development, interpretation, and effective administration of research methodology and guidelines relating to internal and external regulatory entities
- Maximized optimal utility, management, and oversight of research projects and resources including facilities and personnel
- Developed, updated, and maintained programmatic and facility related website content
- Reported research progress regularly in quarterly, fiscal and task objective narratives
- Collected and analyzed clinical research data utilizing both SAS and SPSS software
- Created and maintained a clinical research database
- Developed, prepared, compiled, and submitted grant applications and related reporting requirements
- Participated in federal appropriation activities and earmark composition
- Utilized performance measurement techniques to present quality outcomes within the Center for Advanced Surgical Technology and Minimally Invasive Surgery Department

### CARDIAC ARRHYTHMIA TECHNICIAN, NEBRASKA MEDICAL CENTER

OMAHA, NE 2005-PRESENT

- Member, Heart Monitoring Unit Departmental Standards and Compliance Review Committee
- Developed a comprehensive cardiac abbreviation initiative
- Recorded patient history, performed physical assessments, and analyzed EKG's
- Communicated patients' cardiac information clearly and accurately to physicians
- Attended departmental planning meetings and assisted in writing policies and procedures
- Facilitated in planning departmental educational opportunities
- Trained and oriented new employees

### LEGISLATIVE POLICY INTERN, UNIVERSITY OF NEBRASKA MEDICAL CENTER

OMAHA, NE 2008 SPRING LEGISLATIVE SESSION

- Worked within the Nebraska University system to build organizational cohesiveness
- Researched proposed legislation, analyzed policy data, and presented findings
- Aided in the compilation of organizational fiscal notes
- Developed advocacy strategies to promote applicable legislation
- Documented Budget Office procedures

### INTERN, FRIENDS OF EXTENSION & 4-H DOUGLAS/SARPY COUNTY BOARD

OMAHA, NE 2007-2008

- Planned and coordinated an annual event
- Coordinated all public and media relations to include marketing
- Conducted a programmatic and fiscal evaluation of an annual event
- Collected and analyzed survey data
- Participated in prospective donor research

### INTERN, CONGRESSMAN LEE TERRY'S DISTRICT OFFICE

OMAHA, NE 2006

- Communicated with legislative personnel, constituents, and organizations on behalf of the Congressman
- Maintained and encouraged constituent loyalty through the courteous and efficient resolution of disputes, complaints, and discrepancies
- Researched and analyzed pending legislation

## EDUCATION

University of Nebraska at Omaha, Omaha, NE — M.P.A., 2009

- GPA 3.974

University of Nebraska at Omaha, Omaha, NE — B.S., Political Science. magna cum laude, 2007

- Political Science Department Honors

Gross Catholic High School, Bellevue, NE — 2003

## CERTIFICATIONS

Certificate in Management, American Humanics, UNO

- Anticipated certification completion date: October, 2009

## HONORS AND AWARDS

- 2009-Present, Member, Pi Alpha Alpha, UNO, Omaha, NE
- 2008, Scholarship Recipient, American Humanics Academic Award
- 2008, Scholarship Recipient, Pi Gamma Mu International Honor Society Graduate Academic Award
- 2007, Scholarship Recipient, Next Generation Nonprofit Leaders Program, American Humanics
- 2007, Who's Who Among Students Award, UNO, Omaha, NE
- 2006-Present, Member, The Honor Society of Phi Kappa Phi, UNO, Omaha, NE
- 2006-Present, Member, Omicron Delta Kappa National Leadership Honor Society, UNO, Omaha, NE
- 2006-Present, Member, Pi Gamma Mu International Honor Society, UNO, Omaha, NE
- 2006-Present, Officer, Golden Key International Honour Society, UNO, Omaha, NE

## CAMPUS INVOLVEMENT

- 2007-Present, Committee Member, UNO Chancellor's Commission on the Status for Women, Omaha, NE
- 2008-2009, CPACS Democracy Matters Steering Committee, UNO, Omaha, NE
- 2008-2009, Foundation Ambassador, Nebraska Foundation and UNO, Omaha, NE
- 2006-2009, Committee Member, UNO Strategic Planning Steering Committee
- 2008, Student Management Team Member, UNO College of Public Administration, Omaha, NE
- 2007-2008, Officer, American Humanics Student Association, UNO, Omaha, NE
- 2007-2008, Member, Student Business Association, UNO, Omaha, NE
- 2006-2008, Committee Member, UNO Environmental Strategies Task Force, Omaha, NE
- 2006-2008, Committee Member, UNO 100 Task Force, Omaha, NE
- 2007-2008, Student Ambassador, Student Ambassador Program, UNO, Omaha, NE
- 2007-2008, Matador, Student Leadership Program, UNO, Omaha, NE
- 2006-2007, Officer, Pre-Law Society, UNO, Omaha, NE

## PUBLICATIONS

Eikenberry, A.M., with Blaszkak, E., Buettner, S.L., Morrisette, B.A., & Redden, R.J. (2009). Improving quality and creating democracy in the classroom: Student management teams. *Administrative Theory & Praxis*, 31(1): 119-26.

Shah, B.C., Buettner, S.L., Lehman, A.C., Farritor, S.M., & Oleynikov, D. (2009). Miniature in vivo robotics and novel robotic surgical platforms. *Urologic Clinics of North America*, 36(2): 251-63.

## COMMUNITY INVOLVEMENT

- 2009, Participant, Black-White Dialogues, Omaha, NE
- 2009, Volunteer, Nebraska Children's Home Society Foundation, Omaha, NE
- 2005-Present, Volunteer, Stephen Center, Omaha, NE
- 2002-Present, Volunteer, American Red Cross, Omaha, NE
- 2007-2008, Regional Director, Americans for Informed Democracy, Omaha, NE
- 2007-2008, Area Coordinator, Amnesty International, Omaha, NE
- 2007, Volunteer, Nebraska AIDS Project, Omaha, NE
- 2007, Corporate Cup Event, Volunteer Supervisor, American Lung Association, Omaha, NE
- 2006-2007, UNMC Department Team Captain, American Heart Association, Omaha, NE
- 2006-2007, Deputized Voter Registrar, Douglas County Election Commission, Omaha, NE
- 2005-2007, Volunteer, Salvation Army, Omaha, NE