

TOWN OF WEST SENECA



Robert J. Breidenstein  
Town Councilman

TOWN SUPERVISOR  
Gary Dickson  
TOWN COUNCILMAN  
Jeffrey Piekarec  
Joseph Cantafio  
Susan Kims  
Robert J. Breidenstein

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December 28, 2021

Dear Fellow Town Board Members:

Please see the attached resume for my Town Council appointment to serve a 4 year term on the Senior Center Board. Mrs. Busse is highly regarded, active within the senior center and has a deep knowledge of the needs of our senior citizens and the center. Her resume is attached for your review.

Thank you.

Sincerely,

*Robert J. Breidenstein*  
Town Councilman

# GEORGIANN BUSSE

## SENIOR SERVICES PROFESSIONAL

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**C** (716) 830-6428

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Orchard Park, NY 14127

**E** gbusse@twshny.org

### OBJECTIVE

To continue to play a critical role in the promotion of the health & wellness of the senior community. To utilize my skills, abilities, and talents to support the senior citizens of West Seneca.

### EXPERIENCE

#### June 2013 - Present

Town of West Seneca, West Seneca Senior Center, Clerk. Serves the members and staff of the center with all day-to-day needs. Performs clerical duties, including registering participants and answering event and activity inquiries. Provides high quality administrative support to the Senior Center Director. Orders and distributes department supplies, equipment, and petty cash. Processes all department purchase orders and invoices, and reconciled invoice and shipment discrepancies. Receives and logs incoming correspondence, facilitates telephone messages, maintains departmental files and transcribes outgoing correspondence and notes from daily activities.

#### February 1980 – May 2013

Ebenezer Florist and Greenhouse, Bookkeeper and Manager. Ensured accurate and timely processing of accounting data. Performed accounts receivable and accounts payable functions, balanced cash, and posted sales invoices. Researched account transactions to identify and resolve discrepancies. Accurately posted transactions utilizing proprietary data system. Employed outstanding communication skills in interacting closely with members throughout all phases of billing and collections. Assigned work schedules and duties to greenhouse staff, and supervised their work. Applied pesticides and fertilizers to plants. Hired employees, and train them in gardening techniques. Selected and purchased seeds, plant nutrients, disease control chemicals, and garden and lawn care equipment. Explained and enforced safety regulations and policies. Coordinated clerical, recordkeeping, inventory, requisitioning, and marketing activities. Prepared soil for planting, and plant or transplant seeds, bulbs, and cuttings. Assisted customers in finding or selecting items, and providing recommendations resulting in additional revenue. Stocked, replenished, and organized inventory with accuracy and efficiency. Maintained accurate and attractive merchandise displays, ensuring strategic placement of products in order to maximize purchases. Provided outstanding customer service.

### HIGHLIGHTS

- COMMITTED TO QUALITY CUSTOMER SERVICE
- DETERMINED PROBLEM SOLVER
- LONGEVITY IN MY POSITIONS
- LOYALTY & COMMITMENT TO MY CAREER

### KEY SKILLS

- CUSTOMER & PERSONAL SERVICE
- ATTENTION TO DETAIL
- DICEPHERING NEEDS
- PRIOITIZING

### ACCOMPLISHMENTS

- SERVED AS INTERIM DIRECTOR OF THE WEST SENECA SENIOR CENTER
- ADVANCED CAREER FROM ENTRY LEVEL TO MANGEMENT POSITION