

## Chair's Corner

*A message from our Committee Chairperson.*

It is with great honor to serve you as the Georgia Division Member-at-Large Chair for the 2009-2010 year. I, along with the Georgia Division Member-at-Large Committee members, Lesia Waker (Atlanta Healthcare Chapter), Lorraine DeNoia CPS/CAP (Port City Chapter), Sharon Jordan CAP (DMAL) and Latricia Hudson (Georgia Power Chapter) have all dedicated our year to providing you with the most up-to-date information involving the organization and to keep you in the loop as much as possible.

Your membership is important and it is important to us to keep you connected to one another and the IAAP organization. We will accomplish this by publishing a monthly newsletter and by having Division MAL Mixers. The 2009-2010 mixer was held on Monday, November 2 at Villa Christina Restaurant.

In being a part of a professional organization, it is imperative to stay engaged and in the know about everything going on to get the most out of your membership.

Be informed, be involved.

Thank you,

*Fawn Britt*

2009-2010 MAL Chairperson  
GA Division IAAP

## Certification Information

### THE CAREER ADVANTAGE

If you're looking for ways to help you get ahead in the workplace, stop here. We at IAAP offer two professional ratings for office professionals. The Certified Professional Secretary and Certified Administrative Professional ratings are the industry recognized standards of proficiency.

You'll improve your professional qualifications, increase your skills and knowledge and raise your self-esteem by taking and passing the exams. You may also obtain college credit and, according to the latest survey from OfficeTeam, get up to a 7 percent increase in salary.

The CPS and CAP exams are based on the premise that an administrative professional should have basic knowledge of office systems, technology, office administration, and management, and know how to apply the principles of good human relations and communications. Some of the examinations are based on knowledge acquired by the office professional through formal education and informal reading. Employers also expect their admin to be thoroughly familiar with current techniques in office practice and procedures and aware of developments in office systems and technology.

Why wait? Do something for yourself and your career today. **Get certified!**  
*\*Excerpt from IAAP Georgia Division website*

Exam Date	Application Deadline
May 7-8, 2010	February 15, 2010
Nov 5-6, 2010	August 15, 2010

View/print the application packet:  
<http://www.iaap-hq.org/prodev/certification/CertAppPacket.pdf>

## Administrative Professional Hot Topics and Tips

### GET TO KNOW YOUR TEAM

The most important thing a new administrative assistant can do is to schedule a sit down with each member of the team, to introduce yourself, learn more about your team individually, and find out what are the current needs of the team.

*Increase your knowledge on the company, your team and your industry*

Do you know what your company's mission statement is? Who are their clients? What services do they offer? Information like this is important for a young administrative assistant's career. How can you increase your value to a company if you don't know anything about it?

Visit and read your company's website. Read the bios of the management team. Find out how the company was founded. Read your employee handbook and any materials related to your job supplied by your company.

*Set up your space*

Learn to how maximize the tools and equipment at your disposal. In order to be productive, we must have the right tools in place. Setting up a solid system in the beginning will help keep you organized as the year passes. Your desk is your hub and it is important to make it as simple and comfortable as possible. Proper seating, lighting, your computer, your supplies, online files, and paper files are key items to address.

## IAAP News

### Certification Development Workshop & Student Conference February 19 - 20, 2010

Come join us for our first ever combination event. Registration packets have been emailed to members and guests. To download the packet visit the Georgia Division website at [www.iaap-georgia.org](http://www.iaap-georgia.org).

### Georgia Division MAL Mixer

November 2, 2009 marked the second Georgia Division Members-at-Large Mixer, held at Villa Christina restaurant in Dunwoody, Georgia. These events are arranged to connect DMAL and prospective members to Georgia Division chapters, build their professional network and learn more about the organization.

There were 52 people in attendance. Georgia Division Board of Directors present were President Donna Mitchell CPS/CAP, Secretary Jenny Stewart CPS/CAP and Treasurer Valerie Carter CPS/CAP. Ten chapters were represented at the event including AGL Resources, Atlanta, Atlanta Healthcare, Clifton Corridor, Cobb County, DeKalb, Dogwood, Georgia Power, Municipal Employees, and Turner Broadcasting.

The evening started with a cocktail hour and networking, followed by a gourmet three course meal and capped off with an assortment of decadent pastries and mini desserts.

During dinner, Georgia DMAL Chairperson Fawn Britt welcomed everyone and highlighted the purpose of the event. Division President Mitchell thanked the DMAL Committee, guests and Villa Christina for hosting our event. The chapters displayed their information throughout the room, including brochures, membership packets, and upcoming chapter activities/events.

Julie Bilecky, Vice President of Sales and Marketing at Villa Christina, gave an in-depth presentation to introduce their three properties, Villa Christina, The Retreat of Dunwoody and City Club of Buckhead. She distributed

brochure packets for attendees to review the properties and different options. The special gift for participants was complimentary dinner for two at Villa Christina!

After dinner, there was more networking and the evening came to a close with the announcement of door prizes and great networking. Thank you to DeKalb and Georgia Power Chapters for donating gifts for the raffle/door prizes.

Thanks to Julie Bilecky and the entire Villa Christina team for making this event the "new buzz" for the Division!

If you are interested in booking with Villa Christina, The Retreat of Dunwoody or City Club of Buckhead, please contact Julie Bilecky via email at [jbilecky@villachristina.net](mailto:jbilecky@villachristina.net), via phone at 678-686-4271 or visit their website [www.villachristina.com](http://www.villachristina.com).

### 2010 Professional Education Conference

IAAP's Professional Education Conference is designed especially for admins and will provide attendees with all the knowledge, skills, and attitudes they need to fit in with their executive teammates and the credibility and confidence they need to stand out from the crowd. Don't miss the next conference **March 8-10** at the Grand Sierra Resort in Reno, Nevada.

### 2010 EFAM

Registration is now open for the 2010 EFAM in Boston, MA - **July 18-21**. For the first time in recent memory, IAAP is offering a special history making deal to help you attend the 2010 EFAM in Boston. Intl. has secured a limited number of packages offering you 10% off your conference registration and 10% off your hotel stay at the Sheraton Boston when you prepay for both by Dec 15. Restrictions do apply-please see the hotel registration package form for complete details.

## Featured Georgia DMAL MAL Member announcements



Congratulations to Margaret M. Johnson for receiving her Bachelor of Science in Business with a specialization in accounting degree in 2008. She recently continued her education by returning to the University of Phoenix - Online Campus to pursue her Master of Science in Accountancy. On September 19, 2009, Margaret conferred her degree and anticipates completion of her formal master degree studies on November 30. While pursuing her degree, she served as a collaborative study, virtual-team leader and with the recommendation of her academic advisor, was appointed to serve as the University of Phoenix Department of Academic Affairs Ethics Advisory Committee, as a college student representative.

Margaret is a DMAL and serves as a Georgia Division Membership Committee member. She is also a member of the National Association of Black Accountants and the American Institute of Certified Public Accountants.

***Way to go, Margaret!***

***Congratulations again and keep up the good work!***

*If you are interested in being a featured DMAL please send your information to Sharon Jordan CAP at [Sharon.jordan@autotrader.com](mailto:Sharon.jordan@autotrader.com).*

# IAAP Georgia Division Chapter Meeting Announcements

*\*Refer to the GA Division website for more information, [www.iaap-georgia.org](http://www.iaap-georgia.org)*

## AGL Resources

Date: every other month 3<sup>rd</sup> Thursday  
Time: 11:30 a.m.  
Contact: [tortiz@aglresources.com](mailto:tortiz@aglresources.com)

## ALBANY

Date: 4<sup>th</sup> Monday of each month  
Time: 6:00 p.m.  
Contact: [ypope@dougherty.ga.us](mailto:ypope@dougherty.ga.us)

## APPALACHIAN

Contact: [rena@brjc.net](mailto:rena@brjc.net)

## ATHENS

Date: 3<sup>rd</sup> Tuesday of each month  
Time: 6:00 p.m.  
Contact: [lavonneg@uga.edu](mailto:lavonneg@uga.edu)

## ATLANTA

Date: 3<sup>rd</sup> Monday of each month  
Time: 6:00 p.m.  
Contact: [glittle261@aol.com](mailto:glittle261@aol.com)

## ATLANTA AIRPORT

Contact: [Sandra.johnson@atlanta-airport.com](mailto:Sandra.johnson@atlanta-airport.com)

## ATLANTA CITY HALL

Contact: [Cassandra\\_denson@bellsouth.net](mailto:Cassandra_denson@bellsouth.net)

## ATLANTA FEDERAL GOVT.

Date: 3<sup>rd</sup> Thursday of each month  
Time: 1:00 p.m.  
Contact: [lysanderbell@hotmail.com](mailto:lysanderbell@hotmail.com)

## ATLANTA HEALTHCARE

Date: 2<sup>nd</sup> Monday of each month  
Time: 6:00 p.m.  
Contact: [lwaker@msm.edu](mailto:lwaker@msm.edu)

## CHEROKEE ROSE

Date: 3<sup>rd</sup> Thursday of each month  
Time: 11:30 a.m.  
Contact: [michelle.williams@gatrans.com](mailto:michelle.williams@gatrans.com)

## CLIFTON CORRIDOR

Date: 3<sup>rd</sup> Thursday of each month  
Time: 5:30 p.m.  
Contact: [president@iapp-ccc.org](mailto:president@iapp-ccc.org)

## COBB

Date: 4<sup>th</sup> Monday of each month  
Time: 6:00 p.m.  
Contact: [pcarter@cbiz.com](mailto:pcarter@cbiz.com)

## THE COCA-COLA COMPANY

Date: 1<sup>st</sup> Wednesday of each month  
Time: 11:30 a.m.  
Contact: [dohart@nako.com](mailto:dohart@nako.com)

## DEKALB

Date: 3<sup>rd</sup> Thursday of month  
Time: 6:00 p.m.  
Contact: [milleras@bekalbtech.edu](mailto:milleras@bekalbtech.edu)

## DOGWOOD

Date: 3<sup>rd</sup> Tuesday of each month  
Time: 6:00 p.m.  
Contact: [awv9@cdc.gov](mailto:awv9@cdc.gov)

## EVANS TOWNE CENTER

Contact: [djiaap@aol.com](mailto:djiaap@aol.com)

## FAIRWAYS

Date: 3<sup>rd</sup> Tuesday of each month with the exception of December 2009 and March 2010  
Contact: [iaapfairwayspres@gmail.com](mailto:iaapfairwayspres@gmail.com)

## FAYETTE-COWETA

Date: 2<sup>nd</sup> Monday of each month  
Time: 6:00 p.m.  
Contact: [dncook@southernco.com](mailto:dncook@southernco.com)

## FULTON COUNTY GOVT.

Contact: [charisse.parker@fultoncounty.org](mailto:charisse.parker@fultoncounty.org)

## GEORGIA POWER

Date: 2<sup>nd</sup> Wednesday of each month  
December 2009  
March, April, May, & June 2010  
Time: 11:30 a.m.  
Contact: [kgivson@southernco.com](mailto:kgivson@southernco.com)

## GWINNETT

Date: 3<sup>rd</sup> Tuesday of each month  
Time: 6:30 p.m.  
Contact: [lesa.prontaut@politec.com](mailto:lesa.prontaut@politec.com)

## HEART OF PEACHTREE

Contact: [vlievable@bellsouth.net](mailto:vlievable@bellsouth.net)

## LAGRANGE

Date: 3<sup>rd</sup> Tuesday of each month  
Time: 5:30 p.m.  
Contact: [angela.west@miliken.com](mailto:angela.west@miliken.com)

## MUNICIPAL EMPLOYEES

Date: 3<sup>rd</sup> Thursday of each month  
Time: 6:00 p.m.  
Contact: [rena.blackstock@gwinnettcountry.com](mailto:rena.blackstock@gwinnettcountry.com)

## NEW ROCK

Date: 1<sup>st</sup> Tuesday of each with the exception of April  
Contact: [holbrook@rockdale.org](mailto:holbrook@rockdale.org)

## NORTH POINT

Date: 2<sup>nd</sup> Tuesday of each month  
Time: 5:30 p.m.  
Contact: [sherry.burt@mckesson.com](mailto:sherry.burt@mckesson.com)

## PORT CITY

Date: 3<sup>rd</sup> Tuesday of each month  
Time: 6:00 p.m.  
Contact: [marcibeegle@columbusbankandtrust.com](mailto:marcibeegle@columbusbankandtrust.com)

## TIFTAREA

Date: every other month 3<sup>rd</sup> Tuesday  
Time: 12:00 noon  
Contact: [bdoss@abac.edu](mailto:bdoss@abac.edu)

## TURNER BROADCASTING

Contact: [Eunice.reger@turner.com](mailto:Eunice.reger@turner.com)