

Gadsden Chapter IAAP

P. O. Box 8584

Gadsden, AL 35902



December 2011

Welcome



Alison Bowling

Alison is an Administrative Assistant for the Safety & Security Department of Gadsden State Community College. She graduated Magna Cum Laude from Gadsden State Community College with an Associate in Applied Science in Court Reporting in 1991. She worked as a freelance court reporter for many years before becoming an Administrative Assistant.



Michael Boatwright

As a new member of the Gadsden Chapter of the International Association of Administrative Professionals, I am extremely excited! I am currently the Executive Assistant to the Boys & Girls Clubs of Northeast Alabama and have a passion for being an admin. I earned my training through the Gadsden Job Corps Center and am a Microsoft Office Specialist for Office 2007. Though I don't choose it as a profession, I am a Certified Nursing Assistant and I love to help people.

"A man who dares to waste one hour of time has not discovered the value of life."

DECEMBER'S MEETING

MDA Professional Group, P.C., Albertville, AL

“Self Defense for Women”



A special thanks

Degail, Kimmie &
MDA Professional Group, P.C.

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MDA Professional Group, P.C., Albertville, AL



WHAT DID I MISS?

Don't forget to view the attached video



JANUARY GADSDEN CHAPTER IAAP MEETING

THURSDAY, JANUARY 12, 2012 – 12 noon

**GADSDEN REGIONAL MEDICAL CENTER
Building 300 - Conference Room, Goodyear Avenue**

DR. THUSS, SPEAKER

Topic: ERGONOMICS IN THE WORKPLACE

LUNCH PROVIDED

**PLEASE RSVP for LUNCH RESERVATION before
WEDNESDAY (tomorrow) by 12 noon**

Upgrade Your Career

IAAP has a new specialty for its Certified Administrative Professional program: Technology Applications.

IAAP's new specialty recognizes that technology is integral for every admin. First, complete three Options Technology modules. Following that, pass the test to earn Microsoft certification in at least one of those modules. Then you're qualified to submit an application and fees for the Technology Applications specialty.



More information about the Technology Applications specialty is available at
www.iaap-hq.org/certification

To learn more about the Options Technology program, visit
www.iaap-hq.org/events/options.



February Chapter Meeting
February 16, 2012
Gadsden State Community College - Joe Ford Center

Gadsden Chapter Annual Seminar
March 9, 2012
Location: TBA

Alabama Division Spring Conference (ADSC)
March 24, 2012
Tuskegee University, Tuskegee, AL

Administrative Professionals Week
April 25, 2012
Location: TBA



International Association of
Administrative Professionals®

BOARD MEMBERS

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