

# *IAAP Lehigh Valley Chapter*



## Allentown - Bethlehem - Easton and surrounding area

IAAP® – Lehigh Valley Chapter 216120  
PO Box M  
Allentown PA 18105  
610-709-3007

Lehigh Valley Chapter: <http://www.iaaplehighvalley.org>  
Northeast District: <http://www.iaapnortheast.org>  
International: <http://www.iaap-hq.org>



**MAY 2009  
NEWSLETTER**



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International Association of  
Administrative Professionals®

2-16-120  
LEHIGH VALLEY CHAPTER  
ALLENTOWN, PA 18105

Visit our website at  
<http://www.iaapplehighvalley.org>

## 2008 – 2009 Officers

### Jayne H Sullivan President

APT Inc.  
7540 Windsor Drive  
Suite 204  
Allentown PA 18104  
610-366-1100 x10  
[jayne.sullivan@aptconsulting.com](mailto:jayne.sullivan@aptconsulting.com)

### Linda D Schmoyer CPS Vice President

Lehigh University  
622 Brodhead Avenue  
Bethlehem PA 18015  
610-758-5635  
[lds207@lehigh.edu](mailto:lds207@lehigh.edu)

### Gayle F Gunderman CPS Secretary

Mack Trucks Inc.  
2100 Mack Boulevard  
Allentown PA 18103  
610-709-3287  
[gayle.gunderman@volvo.com](mailto:gayle.gunderman@volvo.com)

### Sally A Ande CPS Treasurer

1128 North 30<sup>th</sup> Street  
Allentown PA 18104  
610-799-1187  
[sande@lccc.edu](mailto:sande@lccc.edu)



## May 2009

Dear IAAP Members.

Our Administrative Professional event at the BarnHouse was outstanding. Mary Lou Callahan represented a variety of manufacturers, including Avery. Her presentation and was fantabulous.



APW Chairperson, Pat Leibensperger, CPS and the committee members: Connie Uhler, Cathy Wimmer, Sandy Dredge, CPS; Carol Ziegler, CPS/CAP, (and I'm sure others) helped to make this a success. Well done!

I saw many familiar faces during the annual celebration luncheon at the Holiday-Inn/Fogelsville. We had the opportunity to tour newly renovated guest and meeting rooms and enjoyed a relaxing-delicious lunch (and crème brulee for desert). I was invited to address the guests about IAAP, and our chapter provided door prizes; gift certificates to attend a chapter dinner/educational event.

Your Lehigh Valley chapter donates \$100 to the PA Division Professional Development Fund. This fund allocates grant-money for professional development activities: tuition, textbooks, materials fees, etc. If you're interested in applying for funds, please refer to our website site under Members Place\Form and Templates and Forms – Pa Division Forms.

Pennsylvania Division IAAP – Annual meeting – is right around the corner.

- May 15-17, 2009 – King of Prussia, PA.
- Education and fun – all rolled up in one weekend!

It was two years ago this week that I received a call asking if I'd consider the role of President for our Lehigh Valley Chapter. "What?" I said. I'm rusty at public speaking, and the ins and outs of By-laws and Division and Chapter happenings. "Don't worry – we'll bring you up to speed on the road-trip to Altoona." And, off I went the Pa Division meeting in Altoona with Sandy Dredge and Carol Ziegler. I found myself among the most intelligent, most helpful and fun group of ladies.

I dug in and asked for help. Some of you may remember my comparison to the baseball team..... who wants to sit on the bench while the teammates do all the running, catching and hitting? To those of you who stepped up to the plate, in one form or another – thank you.

Committee Selection forms for 2009/2010 are in the newsletter and on our website under \Members Place\Forms Don't just sit on the bench – step up to the plate. Take your experience to the next level. A resume looks better with *board-member-experience*. I'm so glad I did!

Dates for your calendar:

- Chapter meeting: Monday, May 18 (May 25 is Memorial Day Holiday)
  - Nomination of Officers
- June 1 – Board Meeting – Committee Reports due for June Newsletter
- June 22 – Chapter Meeting

Warmest regards,

*Jayne*

President – Lehigh Valley

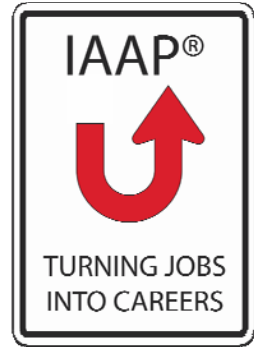
May reading selection: *Feel the Fear and Do It Anyway— Dynamic Techniques for Turning Fear, Indecision, and Anger into Power, Action, and Love* by Susan Jeffers (2007)



International Association of  
Administrative Professionals®

# International Association of Administrative Professionals®

**Lehigh Valley Chapter**  
**50 Years of excellence**  
**1957-2007**



**DATE:** Monday, May 18, 2009  
**TIME:** 5:30 p.m. Networking  
6:00 p.m. Dinner  
7:00 p.m. Program  
**COST:** \$20 Member; \$25 Non-member

**LOCATION:** Four Points by Sheraton  
Allentown Jetport  
3400 Airport Road  
Allentown PA 18103  
610.266.1000

### Menu:

- ★ Antipasto Salad; Baked Cheese Ravioli with side Italian Sausage
- ★ Entrée includes breads/spreads, iced tea, hot tea, coffee, dessert

### Program: "Changing Times, Changing Roles...New Opportunities"

**Presented by: Kathleen Zingaro Clark**

Kathleen Zingaro Clark, president of Historia Productions, Inc. is author of *Bucks County Inns and Taverns* and *Bucks County Images of America*, two well-received photographic history books recently released as part of the nationally celebrated *Images of America* series. Before entering the world of publishing and starting her own business, Kathleen served as Vice President of Human Resources for Just Born, Inc. and as a member of the Lehigh Valley Workforce Investment Board. Prior to her career transition, her work in launching, developing, and managing the Human Resources function for Just Born helped garner the Governor's 3<sup>rd</sup> *Best Place to Work in PA* award.

Kathleen will combine her unique insight and historical perspective to bring us her thoughts on the role of the administrative professional. Join us as we look back at the evolution of that role and take a sneak peek into the future of fresh possibilities. Kathleen will take us on a journey that connects past and present, celebrates our role in a changing world, and helps us plan a personal strategy for a new tomorrow.

*Remember, guests are always welcome!*

Reservations may be made on-line ([www.iaapplehighvalley.org](http://www.iaapplehighvalley.org)) or via the form below

Reservation/Cancellation Deadline: Thursday, May 14, 2009

Contact Lynn Nocera 610.868.5020; LNOCERA@RCN.COM

✂-----

### Reservation Form: May 18, 2009

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Guest Name: \_\_\_\_\_ Company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Will attend dinner and program (IAAP Member \$20; Non-member \$25)

Will attend program only (IAAP Member \$5; Non-member \$10)

Enclosed is a check in the amount of \$ \_\_\_\_\_ Check if you need a receipt

Checks payable to: IAAP Lehigh Valley Chapter. Mail reservation form and check to:  
Lynn A. Nocera, 3451 Fox Drive, Bethlehem, PA 18017



## IAAP LEHIGH VALLEY CHAPTER COMMITTEE SELECTION FORM

Please use this form to select the committee(s) on which you would like to work during the 2009/2010 IAAP year.

Your Name: \_\_\_\_\_ Email: \_\_\_\_\_

Fax No. \_\_\_\_\_ Phone No. (Work) \_\_\_\_\_ Phone No. (Home) \_\_\_\_\_

Please indicate your first, second, and third choices with a "1" – "2" – or "3." If you would consider chairing or co-chairing a committee, please indicate that by marking the committee choice with a "C" or "CC." Members will be contacted about service on a committee. Please use this list as a guide in determining which committee can best use your talents. Return completed form to Chapter President.

\_\_\_\_\_ **Administrative Professionals Day®/Week® (APD/W)** – Coordinates and promotes all activities for APW and APD evening dinner. Responsible for dinner and speaker/program arrangements. Works with Publicity Committee for publicizing APD/W activities.

\_\_\_\_\_ **By-Laws and Standing Rules** – Suggests amendments to By-Laws, Standing Rules, and Procedures of the Chapter, and maintains conformity with International and Division By-Laws, Standing Rules and Procedures. (Chairman serves as Parliamentary Advisor to the Chapter.)

\_\_\_\_\_ **Certification** – Promotes the Certified Professional Secretary and Certified Administrative Professional Examinations and helps develop interest in the program throughout the Lehigh Valley. Also directs the formation and operation of a CPS®/CAP® study group.

\_\_\_\_\_ **Community Service/Public & World Affairs** – Leads the chapter's activities in the field of service to the community.

\_\_\_\_\_ **Education/Program** – Obtains speakers, films, etc., for regular meetings. Requests and issues CEU credits where appropriate. Introduces speakers and ensures that the programs run smoothly. Prepares a program/agenda for the bulletin each month. Prepares a calendar of events for the year.

\_\_\_\_\_ **History/Scrapbook** – Maintains a record of Chapter History and activities.

\_\_\_\_\_ **IAAP Student Chapter Program®** – Directs activities of Student Chapter with the help of the faculty advisor. Attends all Student Chapter meetings. Makes arrangements for student attendance at local IAAP meetings and functions.

\_\_\_\_\_ **Marketing/Publicity** – Responsible for getting notices about Chapter meetings and special functions in local publications; also may be contacted to speak at local events and publicize the organization whenever possible. Works with Chapter special events committees to publicize activities.

\_\_\_\_\_ **Membership** – Responsible for building and retaining membership. Also responsible for **Meeting Reservations**, collecting dinner fees via mail or at dinner meeting, and confirming number of attendees to restaurant. Prepares a list of anticipated members, guests, and speakers prior to each meeting. Greets members/guests upon arrival at each meeting. Selects restaurant and menu.

\_\_\_\_\_ **Newsletter** – Edits and publishes ten monthly issues of the Chapter's newsletter. The newsletter is published on the website and the link sent electronically to all members.

\_\_\_\_\_ **Nominating** – Directs procedures for annual nomination and election of officers, and orchestrates the installation of officers with the incoming President. (Elected by membership at February meeting.)

\_\_\_\_\_ **Research & Education Fund/Retirement Trust Foundation** Promotes interest in and raises funds for the IAAP Research & Education Fund and the Retirement Trust Foundation.

\_\_\_\_\_ **Roster** – Responsible for compiling yearly printed roster, and for keeping the roster information up to date on the website.

\_\_\_\_\_ **Seminar/Workshop** – Organizes and promotes the annual seminar at an appropriate location. Arranges program, CEU's, speaker(s), vendors, and door prizes.

\_\_\_\_\_ **Ways and Means** – Organizes and promotes fund-raising projects for the Chapter's operations, such as raffles and the sale of Entertainment books.

\_\_\_\_\_ **Website** – Monitors website to keep all entries and links current, makes necessary improvements, and helps new chairmen with publishing to the site.

\_\_\_\_\_ **XXX Audit** – Conducts annual audit of Chapter financial records supplied by Treasurer. (Elected by membership at March meeting.)

## **Make a Positive Impression Before and After the Interview**

When most people think of the employment interview, they focus solely on the time they're behind closed doors with the hiring manager. But how you behave before and after the meeting can have a direct effect on whether or not you land the job. Here are some tips:

- **Make your correspondence courteous.** When you reach out to hiring managers, whether by phone or e-mail, be friendly and professional. If a contact has an assistant, chances are you will be interacting with that individual to coordinate the first meeting. Take the extra time to learn the assistant's name and address him or her properly during the interview process.
- **Make a favorable impression.** When checking in with the receptionist or assistant prior to your interview, keep in mind that body language and tone can affect the impression you make, so smile and be courteous. If it's appropriate, start a light conversation. Ask for materials or brochures about the company, or inquire about what it's like working for the organization.
- **Tune into your surroundings.** After checking in, don't act as if you're the only person in the room. Avoid snacking, chewing gum, talking on your cell phone or listening to headphones.
- **Ask for the job.** If you think the interview has gone well, be proactive at the end of the meeting. For example, you might say, "It seems like my skills would be a good match for your organization. I would very much like to work for your company. When can I expect to hear from you about this opportunity?" It's

unlikely you'll be hired on the spot, but making such a statement underscores your interest in the position.

- **Send a thank-you note or letter.** Immediately after your interview, follow up with a thank-you letter. This note should restate your gratitude but also reinforce the two to three strongest aspects of your background.
- **Keep in touch.** The hiring process can be lengthy — especially if multiple candidates, testing or budget approvals are involved — so keeping in touch is the surest method to stay top of mind. Follow up with the hiring manager every couple of weeks to reassert your interest in the position.

*OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 325 locations worldwide, and offers online job search services at [www.officeteam.com](http://www.officeteam.com).*

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# IAAP Lehigh Valley Chapter Calendar / At a Glance

May/June 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					May 1	2 Karen D'Angelo
3	4	5	6	7	8	9
10 Mother's Day	11 Deborah Duchala	12	13	14	15	16 Armed Forces Day
17	18	19	20	21	22	23
24 Rowena Leroy	25 Memorial Day	26	27	28	29	30 Pat Zemitis CPS
31	June 1	2	3	4	5	6
7	8 Margarite Cassar CPS Sandy Dredge CPS	9	10	11	12	13
14 Flag Day Gayle Gunderman CPS	15 Sharon Kubich	16	17	18	19	20
21 Father's Day Summer Begins	22 Elizabeth Sabol	23 Jayne Sullivan Debbie Mayberry CPS	24 Peggy Godfrey	25 Maryann Muschlitz CAP	26	27
28	29	30 Karen Scherer CPS				

Board Meetings – Monday following General Meeting – 6:00PM – Mack Trucks Headquarters  
 Chapter Meetings – Fourth Monday of the Month, September thru June – Four Points Sheraton (No December meeting)

# **COMMITTEE REPORTS**



◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

## Membership Committee Report May 1, 2009

**Due to International database updates, only the Active Member report will be updated with membership changes each month. The Statistics and Scoreboard reports will not be updated monthly and will continue to reflect the June 30, 2008 information. Updates to these reports are expected to resume June 30, 2009.**

Chapter Membership Statistics:

Date	Professional	Merited	Student	Associate	Total	Net Gain/(Loss)
06/30/2008	53	3	0	0	56	
04/30/2009	50	2	0	0	52	(4)

As of April 30, we lost one member who did not renew, dropping our membership to 52. We will continue to work on retention of our existing members by contacting them when they receive their second membership renewal notice.

IAAP headquarters is moving the website to a new platform and is not providing all the membership reports while this is underway. A new reporting system is being designed and these documents will not be available until after June 30, 2009.

The Scoreboard, issued by IAAP International, shows the standings by District and Division in Membership and Number of Chapters. The statistics for the Pennsylvania Division, to which we belong, are as follows:

<b>Scoreboard</b> Northeast Dist. PA Div.	As of 06/30/08	As of 04/30/09	Net Gain/ (Loss)	% of Gain/ (Loss)	Rank within District	Rank within Association
Membership	672				3	21
No. of Chapters	24				1	3

We began our 2008-09 year with 672 members and 24 chapters in the PA Division. This information will be updated when Statistic and Scoreboard reports resume June 30, 2009.

The committee encourages all of our members to continue inviting your friends and co-workers to our meetings and encouraging them to join us.

*Carol A. Ziegler CPS/CAP*

Co-chairman

Members: Karen D'Angelo, Lynn Nocera

*Sandy A. Dredge CPS*

Co-chairman





◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

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## THE NOMINATING COMMITTEE REPORT

April 7, 2009

The Nominating Committee of the Lehigh Valley Chapter of IAAP presents the following slate of officers for consideration for the 2009-2010 term. Resumes of each candidate can be found on the following pages.

President:	Linda Schmoyer CPS
Vice President:	Gayle Gunderman CPS
Secretary:	Cathy Wimmer
Treasurer:	Sally Ande CPS

If anyone has a future ambition to become a chapter officer, please contact someone from the Nominating Committee.

Respectfully submitted,

Lynn Nocera - Chair  
Peggy Godfrey  
Sandy Dredge CPS



PROFESSIONAL SUMMARY

LEHIGH UNIVERSITY- Bethlehem, PA

**Administrative Coordinator-Leadership Gifts-Development Department**

- Provide administrative support to the Leadership Gifts Department and Zoellner Arts Gift Officer.

**Accounting Coordinator-Matching Gifts, Advancement Services**

- Performed accounting duties, records maintenance and customer service in support of the Development Department.

KEYSTONE FINANCIAL MANAGEMENT- Allentown, PA

**New Business Case Manager**

- Responsible for the processing and management of life and long term care insurance applications.

**Compliance Department Administrative Assistant**

- Maintained the agency training calendar. Coordinated agency video conferences, ordered food/refreshments, set up meeting room/audio video equipment and provided written materials for meeting.

THE RODALE INSTITUTE – Kutztown, PA

**Charitable Gift Processing Clerk**

- Provided a broad range of administrative and support services for Member & Donor (Fundraising Development) and Accounting departments.

UPPER PERKIOMEN SCHOOL DISTRICT – East Greenville, PA

- Supported Food Service office, responsible for correspondence, accounts payable, inventory, and filing.

FALK FUNERAL HOME, INC. – Pennsburg, PA

**Secretary**

- Performed a wide array of support services for directors, boosting efficient business operations.
- Managed computer databases and office files. Responsible for correspondence, death certificates, memorials and business newsletter.

VALLEY MEDICAL CENTER/DR. PRISCILLA BENNER – Pennsburg, PA

**Medical Secretary/Medical Office Assistant**

- Responsible for patient reception and accounts receivable in a busy medical office environment.
- Scheduled patient appointments. Received and directed telephone calls.

***EDUCATION***

CEDAR CREST COLLEGE, Allentown, PA

**Currently enrolled; Major: Business Administration**

ALLENTOWN BUSINESS SCHOOL, Allentown, PA

**Associate in Specialized Business Degree, Medical Secretary/Office Assistant**

***CERTIFICATIONS AND PROFESSIONAL DEVELOPMENT***

**CPS/Certified Professional Secretary** - International Association of Administrative Professionals (IAAP)

**Banner, (Microsoft) Word, Excel, Power Point, Publisher, Donor Perfect, Agency Integrator**

***LEADERSHIP AND PROFESSIONAL ASSOCIATIONS***

Lehigh Valley Chapter, International Assoc. of Administrative Professionals (IAAP) – Vice President, 2007-Present

International Association of Administrative Professionals (IAAP) – Member, 2005 to Present

Huffs Union Church Ladies Aid – Financial Secretary 2002-2005– Secretary 1999-2002, 2006-Present

**GAYLE F. GUNDERMAN CPS**  
2653 Woodlawn Ave.  
Easton, PA 18045  
Home 610-253-8647 - Cell 908-507-0490  
E-mail gffg0614@verizon.net

## **SUMMARY**

Extensive experience as an Administrative Assistant supporting Senior and Middle Management. Prepared accurate correspondence and reports and created effective presentations and mailings in fast-paced environment. Over fifteen years experience administering payroll and benefits and maintaining confidential Human Resource records.

## **PROFESSIONAL EXPERIENCE**

### **MACK TRUCKS, INC. Executive Assistant, 3P Product Planning**

**2004-Present**

Provide administrative support to Vice President of Product Planning.

- Manage Product Committee dates, times, and locations.
- Issue Product Committee agenda, Product Papers, and Decision Files.
- Set up meetings as required to attain departmental objectives.
- Manage travel itineraries for local personnel and visiting Group dignitaries.
- Complete special administrative projects as required.

### **FOSTER WHEELER USA CORPORATION, Clinton, NJ Administrative Assistant, Biopharm Group**

**1997 - 2003**

Provided administrative support to Vice President of Advanced Systems and Validation and department personnel. Utilizing Microsoft software, duties included preparation of the following: Client proposals, PowerPoint presentations, requisitions for checks and purchase orders, expense reports, and routine correspondence. Responsible for department time/labor input and coordinated domestic and international travel arrangements. Additional duties included updating client database, acting as administrative liaison between Clinton office and Puerto Rico office, and assembling printed materials from various sources into department manuals. Maintained all documents of high-level government projects in confidential manner.

### **VISTA BANCORP, INC., Phillipsburg, NJ Secretary/Human Resources Administrator (1979 – 1997)**

**1972-1997**

Performed various administrative tasks with strictest confidentiality. Met rigorous deadlines demonstrating consistent dependability.

Processed payroll for holding company and two subsidiaries and prepared all Federal and State payroll tax reports. Maintained personnel and payroll records and administered all employee benefit programs. Interviewed and tested job applicants. Also served as Secretary to the Board of Directors from May 1985 to June 1995. In addition, processed all stock transfers and paid dividends to shareholders. Maintained Dividend Reinvestment Plan, Directors Stock Purchase Plan, and Employee Stock Purchase Plan.

- Developed employee recognition program to reward outstanding performance.
- Developed new Employee Performance Review forms.
- Wrote and administered all personnel policies.
- Organized employee participation in community service projects such as United Way Day of Caring.

**Customer Service Representative/Secretary (1977 – 1979)**

Duties included selling customer accounts and providing secretarial support to Assistant Vice Presidents. Typed new deposit account documentation, loan documentation, and routine correspondence.

**General Ledger Accounting Clerk (1972 – 1977)**

Reconciled general ledger entries and prepared financial statements. Transferred bank funds via telephone and invested funds through correspondent banks. Ensured Federal Reserve Bank reserve account met daily requirements. Processed billing for checkbook orders and safe deposit boxes.

**EDUCATION/CERTIFICATIONS**

**Northampton Community College, Bethlehem, PA – 18 credits – courses completed:**

- Personnel Management
- Accounting I & II
- Law & Banking
- Money & Banking
- English Writing

**American Bankers Association**

- Diploma, Graduate School of Human Resource Management (1996)

**International Association of Administrative Professionals**

- Certified Professional Secretary (CPS) – November 2005

**MEMBERSHIPS & COMMUNITY ACTIVITIES**

International Association of Administrative Professionals (IAAP) of Lehigh Valley, Currently Chapter Secretary and also Co-chair of Friendship Committee

Secretary of Men & Women of St. John's Group, St. John's Lutheran Church, Phillipsburg, NJ

Former member of Board of Directors, American Red Cross, Phillipsburg, NJ

Former member of NJ Bankers Association Insurance Board, Princeton, NJ

# Key Personnel

## Cathy L. Wimmer

Assistant Vice President, Trust Officer

### Experience

Cathy is a Trust Officer with Harleysville Wealth Management, a division of Harleysville National Bank. She has over twenty-five years of experience in Trust and Investment Management.

She is responsible for the administration of revocable and irrevocable trusts, guardianships, life insurance trusts and mutual choice accounts. She also provides support services to the Senior Investment Officer and Senior Administrative Officer in the Lehigh Valley Office and acts as office manager.

Prior to joining Harleysville, Cathy was an Associate in both the Trust and Private Banking areas of Wachovia Bank and its predecessors in the Lehigh Valley for twenty years.

### Education

- A.A.S., Bucks County Community College
- PBA Central Atlantic School of Trust & Investment Management 3-year program. Graduated with Highest Honors
- Member International Association of Administrative Professionals since 2004. Chaired 2006 Holiday event.
- Estate Planning Council of the Lehigh Valley
- Board Member, Corporate Fiduciaries Group III
- Notary Public

### Interests

Cathy is the Secretary of the Consistory at her church and serves on various committees.

**SALLY ANDE, CPS**  
**1128 North 30<sup>th</sup> Street**  
**Allentown, PA 18104**

[sande@lccc.edu](mailto:sande@lccc.edu)  
[rsande@rcn.com](mailto:rsande@rcn.com)

610-737-6176 (Cell)  
610-351-2290 (Home)

## **PROFESSIONAL EXPERIENCE**

**Lehigh Carbon Community College**, Schnecksville, PA **1/04 to Present**  
***Advising and Counseling Secretary***

Provide various miscellaneous secretary functions for an extremely busy department consisting of 20 employees. Direct and assist students with their educational goals by providing the proper information and referring to the applicable services they need. Set up appointments with the appropriate advisor/counselor. Assess whether student needs placement testing and assist in maintaining data base of KEYS students and other aspects of the federally funded program.

**Robert Packer Hospital (RPH)**, Sayre, PA **9/90 to 8/97**  
***Executive Assistant*** **8/97 to 1/04**

Designed and prepared various detailed presentations for Senior Vice Presidents, Senior Management, physicians, and other top administrators. Was also responsible for maintaining accurate records and files, typing and preparing various documents for mailing or internal distribution including letters, memos, reports, contractual agreements, bylaws, meeting minutes, and forms. Was a resource for other employees when they had PowerPoint questions, provided backup for other departments, and worked collaboratively as a valued member of the administrative team.

***Junior Accountant/Junior Analyst*** **12/91 to 8/97**

I properly maintained the records of the various entities of the Guthrie Healthcare System. My duties included but were not limited to preparing financial reports, budgets, audit preparation, monthly journal entries to close books, workers compensation review, tracking of health insurance claims, and check accuracy of retirement payments by provider, etc.

***Accounts Payable Clerk*** **5/91 to 12/91**

Primarily responsible for the processing of bills, established control procedures to ensure that only duly authorized payments are made on a timely basis, and so that cash is conserved and discounts are taken.

***Secretary, Finance Department*** **9/90 to 5/91**

Performed miscellaneous secretary functions for the entire department consisting of 30 employees.

**Merchants National Bank of Allentown**, Allentown, PA **4/82 to 6/89**

***Assistant Account Administrator, Trust Department***

Coordinated and was responsible for the accurate tracking of investment selections of employees participating in the salary savings program. Completed federal 941E Forms for pension and profit sharing programs and made timely payments to the government. Responsible for transferring money from trust accounts to checking accounts. Prepared trust agreements for new accounts, answered various questions concerning individual accounts and legalities surrounding pension and profit sharing plans. Relocated to Sayre area due to my husband's job.

## **PROFESSIONAL ORGANIZATIONS**

- Became a member of the International Association of Administrative Professionals® (IAAP®) in June 2001. Certified Professional Secretary® (CPS®) in November 2002. Elmira-Corning Chapter of IAAP Secretary 2002/2003. Did not complete 2003/2004 term because of relocated to Allentown in January 2004. Lehigh Valley Chapter Secretary for 2004/2005. President of the Lehigh Valley chapter for the 2005/2006 and 2006/2007 terms. Lehigh Valley Chapter historian for the 2007/2008 and 2008/2009 terms and currently treasurer for the 2008/2009 term.

## **EDUCATION**

**Mansfield University, Mansfield, PA 9/92 – 5/94**

**Lehigh County Carbon Community College, Orefield, PA 12/08 graduated Magna Cum Laude with an Associate's Degree in Business Management (member of Phi Theta Kappa)**

**Achieved CPS Ranking 11/2002 and recertified 11/2007 (which is good for another five years).**

## **COMMUNITY/CIVIC INVOLVEMENT**

- Chairperson, Employee Wellness Committee, Guthrie Healthcare System (11/97 to 2/99). As chairperson, I was responsible for the design and implementation of the first ever Employee Wellness Program at Guthrie. Features of the program were highlighted in a monthly newsletter that I created and wrote, and we made sure that the activities would encompass and be attractive to a diverse employee population. I implemented the lunch and learn concept, coordinated the arrangement of professionals to provide lunch and learn programs, dressed as a bee (our mascot for the program), and greeted employees as they got off to shuttle bus in order to create awareness to our various activities. I nominated our Guthrie wellness program and won Honorable Mention in the Dannon Institute 1999 Awards for Excellence in Community Nutrition.
- Chairman, Administrative Board, Athens United Methodist Church (1/90 to 12/97). Vice-Chairman, Administrative Board, Athens United Methodist Church (1998 to 2000). Sunday school teacher for children (1980 to 1989) and for adults (1989 to 2000), leader of adult bible studies, was Chairperson of Education Committee, was secretary to the Administrative Board, and was a Pioneer Girls' leader. I have also taken part in numerous Food Fellowship meals; I organized a health fair at our church, and provided for other miscellaneous needs of my church.



◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

2008/2009 - Chapter Officers	
President	Jayne H Sullivan
Vice-President	Linda D Schmoyer CPS
Secretary	Gayle F Gunderman CPS
Treasurer	Sally Ande CPS

Committee	Chair/Co-Chair	Members
APD (Admin-Prof-Day)	Pat Leibensperger CPS Mary Ellen Long CPS/CAP	Cathy Wimmer Sandy Dredge CPS Connie Uhler
Audit	TBD	
By-Laws and Standing Rules	Sandy Dredge CPS Jean Meckley CPS	Carol A Ziegler CPS/CAP Ann Logan
Certification /Library	Mary Ann Vought CPS/CAP	
Chaplain	Mary Ellen Long CPS/CAP	Mary Ann Vought CPS/CAP
Community Service	Heather Youse	
Educational / Program	Rosemary Geosits Karen D'Angelo	Pat Leibensperger CPS
Friendship Fund	Gayle Gunderman CPS Peggy Godfrey	
History Scrapbook	Sally Ande CPS	
Holiday Celebration	TBD	
IAAP Student Chapter/Builder	Mary Ann Vought CPS/CAP Heather Youse	
Mailing List	Betty Hofacker CPS/CAP	
Marketing/Publicity		Pat Leibensperger CPS Connie Uhler
Membership	Carol Ziegler CPS/CAP Sandy Dredge CPS	
Meeting Reservations	Lynn Nocera Karen D'Angelo	
Newsletter	Mary Ellen Spedding	Linda Schmoyer CPS
Nominating	Lynn Nocera	Sandy Dredge CPS
Research Education Fund/RTF	Jean Meckley CPS	
Roster	Carol Ziegler CPS/CAP	Sandy Dredge CPS Karen D'Angelo
Ways and Means	Heather Youse	Connie Uhler Deb DeLong
Website	Sandy Dredge CPS Carol Ziegler CPS/CAP	Mary Ellen Spedding Linda Schmoyer CPS





**International Association of  
Administrative Professionals®**

## **LEHIGH VALLEY CHAPTER BOARD MEETING MINUTES**

**APRIL 27, 2009**

**CALL TO ORDER:** The May meeting of the Board of Directors of the International Association of Administrative Professionals®, Lehigh Valley Chapter, was held at the Mack Trucks Headquarters on Monday, April 27, 2009. The meeting was called to order at 6:00 pm.

**ATTENDANCE:** Sally Ande CPS; Sandy Dredge CPS; Gayle Gunderman CPS; Lynn Nocera; Mary Ellen Spedding; Linda Schmoyer CPS; Jayne Sullivan; Mary Ann Vought CPS/CAP; and Carol Ziegler CPS/CAP.

### **OFFICER REPORTS:**

#### **President – Jayne Sullivan**

- Jayne reported that we received a thank you letter from the Pennsylvania Division for our donation to the PA Division Development Fund.
- Jayne presented the chapter's revised Committee Selection form, which will be placed on the tables at our next general meeting on May 18. The form will also be available on the chapter website. Board members are encouraged to discuss the duties, responsibilities, and benefits of serving on our committees with other chapter members.
- A copy of the Standards of Integrity (prepared by the International office) was distributed to the Board for their review.

#### **Vice President – Linda Schmoyer CPS**

#### **Secretary – Gayle Gunderman CPS**

#### **Treasurer – Sally Ande CPS**

### **AGENDA ITEMS**

#### **Committees:**

##### **APD® 2009**

*Pat Leibensperger CPS – Chairman*

- The preliminary report of expenses for the APD event was reviewed by the Board.

##### **History/Scrapbook**

*Sally Ande CPS – Chairman*

- The chapter history was forwarded to the Pennsylvania Division.

##### **Membership**

*Sandra Dredge CPS / Carol Ziegler CPS/CAP – Chairmen*

- Current membership is 53.

##### **Nominating Committee**

*Lynn Nocera/Peggy Godfrey/ Sandy Dredge CPS - Chairmen*

- Lynn reported that the nominating program has been planned. Election of officers will be held at the May 18 general meeting. Installation of officers will be conducted at the June 22 general meeting.

## **Ways and Means**

*Heather Youse – Chairman*

- The Board continued discussion regarding the recruitment of members and co-chairs for this committee next year.

## **Website**

*Sandy Dredge CPS / Carol Ziegler CPS/CAP – Chairmen*

- The committee would like to show chapter members how to update their profiles on our website. The committee is working on a program to present to the chapter.

## **GOOD OF THE ORDER**

- We received a thank you note from Harriet Herb for the sympathy flowers sent to her by the chapter.

## **ANNOUNCEMENTS**

- Newsletter items are due to Mary Ellen Spedding by Friday, May 1, 2009.
- The next General Meeting will be held at 6:00 pm on Monday, May 18, 2009, at Four Points Sheraton, Airport Road.
- The next Board Meeting will be held at 6:00 pm on Monday, June 1, 2009, at Mack Trucks, Inc.

## **ADJOURNMENT**

**Adjourn: There being no further business to discuss, President Jayne Sullivan adjourned the meeting at 7:15 pm.**

**Respectively submitted:**

**Gayle Gunderman CPS, Secretary  
Lehigh Valley Chapter**