

IAAP Lehigh Valley Chapter



Allentown - Bethlehem - Easton and surrounding area

IAAP® – Lehigh Valley Chapter 216120
Allentown PA 18105

Lehigh Valley Chapter: <http://www.iaapplehighvalley.org>
Pennsylvania Division: www.iaap-pennsylvania.org
International: <http://www.iaap-hq.org>

POWER
of
Commitment
Lehigh Valley Chapter

**APRIL 2010
NEWSLETTER**



TABLE OF CONTENTS

Chapter President's Letter	3
APD/APW Special Event Reservation Form – April 19, 2010	4
Proper Email Etiquette at Work	5
Office Team Newsletter – Workplace Re-entry	6
New Member Welcome	8
APD Meeting & Luncheon - Holiday Inn Conference Center	9
Calendar of Events – April/May 2010	11
APD Committee Report	13
Membership Committee Report	14
Nominating Committee Report	15
Resume – Linda Schmoyer	16
Resume – Gayle Gunderman	18
Resume – Cathy Wimmer	20
Resume – Anne Logan	21
L V Chapter Officers & Committee Members 2009-2010	22
Ways and Means Committee Reminder - Dan Schantz Coupons	23



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

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

2009 – 2010 Officers

**Linda D Schmoyer, CPS
President**

Lehigh University
27 Memorial Drive
Bethlehem PA 18015
610-758-5071
lds207@lehigh.edu

**Gayle F Gunderman, CPS
Vice President**

Mack Trucks Inc.
2402 Lehigh Parkway South
Allentown PA 18103
610-351-8403
gayle.gunderman@volvo.com

**Cathy L. Wimmer
Secretary**

Millennium Wealth Management
22 S Second Street
Emmaus PA 18049
484-232-6235
cwimmer@hncbank.com

**Sally A Ande, CPS
Treasurer**

1128 North 30th Street
Allentown PA 18104
610-799-1187
sande@lccc.edu



April 2010

Dear Members,

Greetings to all Administrative Professionals and congratulations to everyone for the dedicated work you do!

April is the month we celebrate Administrative Professionals Day[®] and Week. This month during, April 18-24, 2010, it is your time to be recognized for all of your accomplishments. I send you my deepest respect and pride as you again celebrate this week.

Join us at this year's APD[®] celebration on Monday, April 19, at the BarnHouse Village Restaurant in Bath, Pa. Our APD[®] committee has worked their magic to bring us a wonderful event. Our speaker for the evening is Diane Albright, Certified Professional Organizer (CPO), a nationally recognized expert in the field of organization and productivity. This is an excellent opportunity to introduce IAAP[®] to your boss and co-workers. Help spread the word about our valuable organization.

Please welcome our newest member of the Lehigh Valley Chapter, Jennifer Driscoll of Cryo Technologies, who joined our chapter family at our last meeting. When you see Jennifer at one of our upcoming meetings, please be sure to say hello.

Remember to use the Dan Schantz Flower Warehouse coupons for your spring planting and Mother's Day flowers. The coupons are good until June 1. Please pass them along to your co-workers, family, and friends to use.

Thank you again to Just Born, Inc. for the Lenox Easter basket donation for our Ways and Means raffle. It was a great success! Congratulations to our lucky winner, Maryann Muschlitz, CAP.

All my best,

Linda

"Always be nice to secretaries. They are the real gatekeepers in the world."
—Anthony J. D'Angelo .



International Association of Administrative Professionals®

**Lehigh Valley Chapter
Celebrating 53 Years
1957 - 2010**



DATE: Monday, April 19, 2010
TIME: 5:30 p.m. Networking – Cash Bar
 6:15 p.m. Dinner
 7:15 p.m. Program
COST: \$35 Members \$35 Non-members

LOCATION: BarnHouse Village
 7104 Airport Road
 Bath, PA 18014
 (4 miles north of Route 22 on Airport Road;
 intersection of Airport Road & Route 329)

Buffet Dinner: Soup, Tossed Salad, Chicken Marsala, Roast Beef, Baked Haddock, Rice Pilaf, Glazed Carrots, Green Beans Almondine, Chef's Array of Desserts, Homemade Rolls, Coffee and Tea. If you need a special menu, please contact Lynn Nocera. A cash bar will be available.

In April of every year, businesses all over the world celebrate and recognize the Administrative Professional. As the hub of information and communication in the office, Administrative Professionals are called on to do everything from correspondence to coordinating schedules and meetings, in addition to maintaining files, ordering supplies, and bringing order out of chaos.

Program: Diane Albright, Certified Professional Organizer (CPO) is a nationally recognized expert in the field of organization and productivity. At this fun and invigorating presentation you'll learn how to get organized and stay organized with quick and simple tricks and tips. You will learn methods to organize and maximize the space in your office and at home. Diane will show you how to get organized in just 10 minutes a day. This presentation will be so motivating you will want to start making changes the minute you get back. She has been featured as an expert on TLC's *Jon & Kate Plus 8*; HGTV's *Mission: Organization*; *The Montel Williams Show*, *Good Day Philadelphia*, QVC and is a regular on *Channel 69's Sunrise Show*. You'll find Diane in the April issue of *Bride's* magazine contributing to "Merge and Purge."

Invite your co-workers, your boss, or friends to join us for this evening of networking with other Administrative Professionals and be entertained while learning from a CPO.

Reservations may be made on-line (www.iaapplehighvalley.org) or via the form below
 Reservation/Cancellation **Deadline: Tuesday, April 13, 2010**
 Contact Lynn Nocera 610-868-5020; LNOCERA@RCN.COM
 Or Pat Leibensperger at 610/402-8152

✂-----
Reservation Form For: April 19, 2010 – Administrative Professionals' celebration

Name:	_____	Company:	_____
Telephone:	_____	Email:	_____
Name:	_____	Company:	_____
Telephone:	_____	Email:	_____
Name:	_____	Company:	_____
Telephone:	_____	Email:	_____

_____ IAAP Member(s) @ \$35 _____ Non-member(s) @ \$35
 Enclosed is a check in the amount of \$ _____ Check if you need a receipt

Checks payable to: **IAAP Lehigh Valley Chapter**. Mail form and check by **April 13** to:
 Lynn Nocera, 3451 Fox Drive, Bethlehem, PA 18017

How to Use Proper Email Etiquette at Work

By an eHow Contributing Writer

Email has brought about many positive advancements in the workplace-it's quicker than snail mail, less intrusive than a phone call and an efficient way to keep track of correspondence details. When used improperly, however, email can be an impediment to your career. Use some common sense to stay on the right side of email etiquette and maximize its potential as a helpful and efficient tool in the workplace.

- Begin each email with a greeting. No matter how pressed for time you are, a simple greeting such as "Hi," "Hello," or "Dear X" is good etiquette. Otherwise, if you launch into your email without a greeting or introduction you run the risk of seeming impolite or impatient.
- Take the time to ensure your subject line accurately reflects the contents and nature of your email. This will go a long way to ensure that your email gets the attention and consideration it deserves.
- Be as concise as possible. Your recipients will appreciate it if you keep your email short, sweet and to the point, and you'll also increase your chance of getting a timely reply.
- Ask permission before forwarding another person's email correspondence. Even if you're confident that the other person wouldn't mind if you forward their email to someone else, it's good etiquette to check first so you don't risk violating their trust.
- Reply to emails in a timely fashion. If you know in advance that you can't give an email the attention it deserves at the moment, give the sender a quick heads-up that you have received their email but haven't had time to review it yet.
- Send personal emails from your non-work account. Sending personal emails from work is generally "frowned upon" in business, but occasionally we all need to send a personal email during working hours. In this instance, use a web-based email account such as Yahoo or Hotmail.
- Remember that your work email, both the address and all correspondence, is the property of the company you work for. Anything you've ever sent or received--even if you've deleted it--could potentially be retrieved from the system by a database administrator at any time.

Tips & Warnings

- Use the blind carbon copy (BCC) function when you send a bulk email. Some people consider having their email address exposed to a long list of strangers an invasion of privacy.
- Don't send chain mail, forwards, jokes or other unprofessional emails to your coworkers.
- Refrain from using animated emoticons, Internet jargon and other things better left for instant messaging.

How to Survive Workplace Re-entry

Starting a new job can be exciting, but it also can be nerve-racking, disorienting and confusing, especially when it comes to fitting in with your colleagues. In a recent survey conducted by OfficeTeam, nearly one-third of workers interviewed said acclimating to a different corporate culture poses the greatest challenge when re-entering the workforce after an extended absence.

You can make your transition smoother by learning as much as possible about your firm's culture before your first day. Asking questions of the hiring manager and connecting with current or former employees can help you understand the work environment, dress code and general policies.

Here are some tips for easing your way back into the workplace:

- **Attack tech terror head-on.** Intimidated by the amount of technical change that has taken place since you last touched a keyboard? Determine which software applications and other technology you will use on the job, then consider training courses to help you refresh your skills or learn new aspects of the programs. Great low-cost tutorials are often available online.
- **Switch gears in advance.** If you have been used to life without a commute and 8 a.m. calls, start getting acclimated to your new schedule. Begin at least a week in advance so you're comfortable with the routine by your first day.
- **Make new friends.** Introduce yourself to others on your team immediately. Coworkers can be the best resource for getting to know the ins-and-outs of your

new employer. To break the ice, invite new colleagues to join you for lunch or coffee.

- **Keep your eyes open.** Pay close attention to how your new coworkers act in the workplace. Office culture is governed by many unwritten rules, and certain aspects — such as how people prefer to communicate — can only be learned through observation.
- **Be confident.** While it can take some time to feel comfortable in your new environment, try to project confidence in everything you do. Remember, you were hired for your experience and qualifications. If you believe in yourself, others will, too.

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.

###

Welcome New Members!



Please welcome new members who have joined our Chapter in March 2010. Contact information is available in the Roster in Members Place on our chapter website.

Name	Company	Join Date
Jennifer M. Driscoll	Cryo Technologies	3/10/10

Meeting / Professional Appreciation Day



We Celebrate You!

*Please Join us for our Annual Meeting/Professional Planners' Day Luncheon
At the Award Winning Holiday Inn Conference Center
Date: April 20, 2010 – Doors Open 11:00 AM to 1:00 PM*

*This event is our way of saying thank you for all you do and in
appreciation for your continued business through the year.*

*We invite you to experience a Complimentary Lunch from our own Chef Mike, 3-Time Winner of the
"Pennsylvania Restaurant Association Iron Chef Award"*

*We have a relaxing lunch planned, guest vendors, and details on our business booked
"Referral Program – How it can Work for You"*

*See page 2, bring a lead for a future event and be eligible to win a cash prize
"Special Drawing to be held at the Luncheon"*

***Please fill below Attendance Information: Fax 610-391-1346 or cscarlato@allenhol.meyerjabara.com -
Please RSVP by 4/14/10***

Name _____ Phone _____ Email _____

Name _____ Phone _____ Email _____

Name _____ Phone _____ Email _____



*Please Bring a Future Meeting, Event Date or Referral Along with you
and Receive a Ticket to Enter a Special Cash Drawing*

Your Name: _____

Company: _____

Phone: _____ **Email:** _____

Referring Event: _____ **Date:** _____

Person to Contact: _____

Phone: _____ **Email:** _____



Your Name: _____

Company: _____

Phone: _____ **Email:** _____

Referring Event: _____ **Date:** _____

Person to Contact: _____

Phone: _____ **Email:** _____



Holiday Inn

Conference Center, Lehigh Valley, 7736 Adrienne Drive, Pa 18031, Breinigsville, Pa 18031

www.hilehighvalley.com



IAAP Lehigh Valley Chapter Calendar

April/May 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				April 1	2	3
4 Easter	5	6 Mary Ellen Long, CAP	7	8	9	10
11	12	13	14	15	16	17
18	19 APD Celebration BarnHouse Village	20	21 Sally Ande CPS	22	23	24
25	26 Board Meeting Fairfield Inn & Suites	27	28	29	30	May 1
2 Karen D'Angelo	3	4	5	6	7	8
9	10	11	12	13	14	15
16 Mother's Day	17	18	19	20	21	22
23	24 Chapter Meeting Four Points Sheraton	25	26	27	28	29
30 Pat Zemitis, CPS	31 Memorial Day					

Chapter Meetings – Fourth Monday of the Month, September thru June – Four Points Sheraton (No December meeting)
Board Meetings – Monday following General Meeting – 6:00PM – Fairfield Inn and Suites by Marriott

COMMITTEE REPORTS



◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

ADMINISTRATIVE PROFESSIONALS' DAY EVENT

MONDAY, APRIL 19, 2010

RESERVATIONS REQUIRED.

The APD committee has been working diligently to make our APD event this year the best ever. We are going to toot our own horn, get organized beyond belief, and have a good time doing it.

We're hoping all our members will be part of our celebration at the BarnHouse Banquet facility, along with guests of our members or through word of the media.

The reservation form can be found in this newsletter with all the details of the night, the location, the cost, and what to expect shared with Administrative Professionals of the Lehigh Valley. It's also available on our website at www.iaaplehighvalley.org.

Please plan to join us Monday, April 19 to kick off the National Administrative Professionals Week.

Pat Leibensperger, CPS CoChair, Karen D'Angelo – CoChair and the APD Committee

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Lehigh Valley Chapter



◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

Membership Committee Annual Report April 1, 2010

Chapter Membership Statistics:

Date	Professional	Merited	Student	Associate	Total	Net Gain/(Loss)
06/30/2009	49	2	0	0	51	
03/31/2010	48	2	0	0	50	(1)

In March, we again gained one new member and lost one member, holding our membership at 50. This seems to be becoming a trend. We have made several contacts in the last few weeks, and hopefully we will gain a few more new members in the next month or so.

Retention of members continues to be difficult this year. Due to the current economic situation, many of our companies have discontinued financial support of employee memberships in professional organizations, and many of our members have become unemployed. This is making it difficult for many members to maintain their memberships.

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:

Scoreboard Northeast Dist. PA Div.	As of 06/30/09	As of 02/28/10	Net Gain/ (Loss)	% of Gain/ (Loss)	Rank within District	Rank within Association
Membership	601	554	(47)	(8.4%)		
No. of Chapters	24	19	(6)	(25%)		

As of February 28, we have 554 members and 19 chapters in the PA Division, a loss of 47 members and 6 chapters since June 30. No updated information as of March 31, 2010 has been published by International.

The committee thanks all of our members for your efforts in 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 ◆

THE NOMINATING COMMITTEE REPORT

The Nominating Committee of the Lehigh Valley Chapter of IAAP presents the following slate of officers for consideration for the 2010-2011 term. Resumes or biographies of each candidate can be found on the following pages.

President:	Linda Schmoyer CPS
Vice President:	Gayle Gunderman CPS
Secretary:	Cathy Wimmer
Treasurer:	Anne Logan

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

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Lehigh Valley Chapter

LINDA D SCHMOYER, CPS

Lds207@lehigh.edu

PROFESSIONAL SUMMARY

Administrative professional with over 25 years of experience in diverse environments including Higher Education, Non-Profit, and Corporate. Successfully demonstrate self-directed clerical and coordination roles requiring organizational, time management, and interpersonal skills.

PROFESSIONAL EXPERIENCE

LEHIGH UNIVERSITY- Bethlehem, PA

Coordinator-Advancement Department

- Provide administrative support to the Leadership Gifts team, managers and the Director of Advancement, Zoellner Arts Center.

Accounting/Matching Gift Coordinator

- Perform accounting duties and records maintenance in support of the Advancement Department and Alumni Association.
- Updates and ensures proper data of all contributions, pledges and donor information.
- Handle personal inquiries from staff, alumni and donors, including researches and resolves discrepancies.

KEYSTONE FINANCIAL MANAGEMENT- Allentown, PA

New Business Case Manager

- Responsible for the processing and management of life and long term care insurance applications.
- Independently and proactively manage case load by advising broker/agents through life insurance underwriting process.
- Maintain accurate and confidential case files utilizing Agency Integrator database.

Administrative Assistant/Compliance Department

- Coordinated and scheduled the agency training calendar and video conferences.
- Maintained accurate inventory of insurance application and form bins for agency use.
- Assisted the Compliance Director with administrative and support services as needed.
- Distributed incoming mail and checked mail for insurance compliance violations.

THE RODALE INSTITUTE – Kutztown, PA

Charitable Gift Processing Clerk

- Provide a broad range of administrative and support services for Member & Donor (Fundraising Development) and Accounting departments.
- Accurately manage DonorPerfect 7.0 database consisting of 130,000+ records. Utilize donor database to run queries and various reports for departments.
- Process donations, code and enter gift information in DonorPerfect 7.0 database. Send acknowledgement letters to members.
- Resolve membership concerns and inquiries via email, telephone, or written correspondence.
- Collaborate with accounting department to verify and record all daily cash receipts and gift donations. Make daily deposit.
- Mail merge donor information and assist the printing, folding, labeling and assembly of 3,000–6,000 donor solicitations monthly.

FALK FUNERAL HOME, INC. – Pennsburg, PA

Secretary

- Performed a wide array of support services for directors, boosting efficient business operations.
- Managed various computer databases and office files. Typed and proofread correspondence, death certificates, memorials, business newsletter, and other paperwork.
- Charged with handling accounts payable.
- Responded to incoming calls and directed to appropriate area for follow-up.
- Sustained inventory and supply levels, ordering product as needed.

EDUCATION

CEDAR CREST COLLEGE, Allentown, PA

Currently pursuing undergraduate degree in Business Administration

ALLENTOWN BUSINESS SCHOOL, Allentown, PA

AAS, Medical Secretary/Office Assistant, *Graduated summa cum laude*

CERTIFICATIONS AND PROFESSIONAL DEVELOPMENT

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

LEADERSHIP AND PROFESSIONAL ASSOCIATIONS

President, Lehigh Valley Chapter, International Association of Administrative Professionals (IAAP®), 2009-10

Vice-President, Lehigh Valley Chapter, International Association of Administrative Professionals (IAAP®), 2007-09

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

Majority Inspector,-Board of Elections, Hereford Township, 2000 to 2007

Secretary, 2006-present & Financial Secretary, 2002-05, Huffs Union Church Ladies Aid

Secretary /Newsletter Editor, 1995-99, East Greenville Cub Pack 244

Library/Classroom Aide, 1992-99, Hereford Elementary School

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. Prepare accurate correspondence and reports and create 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. **2004-present**
Administrative Assistant II, Human Resources **2009-present**

Provide administrative support to Director and HR Business Partner.

- Prepare all documentation to request changes for employee and salary information to Human Resource Service Center.
- Plan and facilitate employee meetings
- Distribute HR-related communications and update bulletin boards

Administrative Assistant II, 3P Product Planning **2004- present**

Provide administrative support to Vice President of Product Planning and Product Planning Department.

- Set dates, times, and locations for meetings; issue agenda; assist in preparation of PowerPoint presentations; and distribute meeting minutes.
- Set up offsite meetings and events, which includes selecting sites, program, and menus; receiving responses and tracking attendees; preparing name badges, tent cards, and handouts; assisting with travel arrangements; and coordinating all other logistics.
- Make travel arrangements by phone and online service. Assist visiting dignitaries with travel accommodations.
- Complete special administrative projects as required.

FOSTER WHEELER USA CORPORATION, Clinton, NJ **1997 - 2003**
Administrative Assistant, Biopharm Group

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

IAAP of Lehigh Valley, Currently Chapter Vice President 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

ANNE LOGAN

1912 Hay Terrace, Easton, PA 18042
Tel: (610) 253-4710 • Work: (908) 859-9399
Email: anne.logan@covidien.com

SUMMARY OF QUALIFICATIONS: Over 40 years of professional secretarial experience, including 14 years experience in the legal department. Strong organizational skills with attention to detail and confidentiality; strong computer skills, good written and oral communication. Ability to handle multiple tasks and meet deadlines.

From 1995 to 2005, I was the Executrix of my brother's estate, which was a "working" estate, consisting of a residential hotel, a public bar establishment, two apartment buildings, and a personal home. As Executrix, I was responsible for all management, maintenance, bookkeeping, legal, and financial matters relating to the Estate. I also worked closely with several attorneys in order to bring the estate to a successful close.

EXPERIENCE:

Senior Executive Secretary

Mallinckrodt Baker, Inc, Phillipsburg, NJ 08865

1974 to Present

I began my career at Mallinckrodt Baker, Inc. as a clerk typist; received 8 promotions during the course of this time period; presently Senior Executive Secretary, reporting to President; in this position since April 1996.

- Provides administrative and secretarial support to senior management executives (President, 4 Vice Presidents), Global Director, Strategic Marketing, and Corporate Attorney
- Excellent telephone skills; receives, screens, and distributes mail and correspondence; photocopying materials
- Preparation and typing of presentations, itineraries, memos, letters, reports, and related material
- Gathering data and compiling various reports for management
- Conducting projects and assignments and completing them in a timely manner
- Maintaining files; ordering supplies; issuing correspondence
- Company liaison with Corporate Legal Department (St. Louis, MO) regarding all Confidential Agreements, Contracts, and Trademarks, internationally
- Processes and tracks all requests for Confidential Agreements, Contracts, and Trademark registration, internationally
- Works closely with customers to resolve any issues regarding legal documentation
- Performs legal records research and prepares reports
- Review legal documents and correspondence for accuracy
- Maintain database on all legal documents and trademarks, internationally

AFFILIATIONS:

- Girl Scouts of America
- Big Brothers / Big Sisters organization
- PA Women's Bowling Association
- IAAP Member since 2008

EDUCATION:

- Wilson Area High School, Easton, PA – Graduating Diploma
- Northampton County Community College, Bethlehem, PA – Writing coursework
- Various computer-related courses and continuing education in all aspects of the Microsoft Suite



International Association of
Administrative Professionals®

2009/10 LEHIGH VALLEY CHAPTER



- CHAPTER OFFICERS
- COMMITTEE CHAIRS/CO-CHAIRS
- COMMITTEE MEMBERS


Chapter Officers	
President	Linda D Schmoyer, CPS
Vice President	Gayle F Gunderman, CPS
Secretary	Cathy L. Wimmer
Treasurer	Sally Ande, CPS

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

IAAP Lehigh Valley Chapter Spring Flower Fundraiser

**Dan Schantz Greenhouse
& Cut Flower Outlet**

REDEEM AT: Allentown Bethlehem
Lehigh St @ I78 West Union Blvd.
610.797.2774 610.694.0666

 **IAAP Lehigh Valley Chapter**
will receive a \$2.00 donation, when this coupon is
presented with a minimum \$10.00 purchase.
expires: June 1, 2010

Spring 2010
Not redeemable for cash
LIMIT 2 TICKETS PER VISIT

Dan Schantz Greenhouse & Cut Flower Outlet

Earn \$2 for every \$10 sold
Limit 2 tickets per visit

