

# *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](http://www.iaap-pennsylvania.org)  
International: <http://www.iaap-hq.org>

**POWER**  
**of**  
**Commitment**  
Lehigh Valley Chapter

**MAY 2010  
NEWSLETTER**



## ***TABLE OF CONTENTS***

|  |           |
|--|-----------|
| <b>Chapter President's Letter</b>                                    | <b>3</b>  |
| <b>Monthly Dinner/Meeting Reservation Form – <i>May 24, 2010</i></b> | <b>4</b>  |
| <b>New Member Welcome</b>  | <b>5</b>  |
| <b>Committee Selection Form 2010-2011</b>                            | <b>6</b>  |
| <b>Office Team Newsletter – Performance Review</b>                   | <b>7</b>  |
| <b>Calendar of Events – April/May 2010</b>                           | <b>9</b>  |
| <b>Membership Committee Report</b>                                   | <b>11</b> |
| <b>Nominating Committee Report</b>                                   | <b>12</b> |
| <b>Resume – Linda Schmoyer</b>                                       | <b>13</b> |
| <b>Resume – Gayle Gunderman</b>                                      | <b>15</b> |
| <b>Resume – Cathy Wimmer</b>   | <b>17</b> |
| <b>Resume – Anne Logan</b>   | <b>18</b> |
| <b>Ways and Means Committee Report</b>                               | <b>19</b> |
| <b>L V Chapter Officers &amp; Committee Members 2009-2010</b>        | <b>20</b> |



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

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

### **2009 – 2010 Officers**

**Linda D Schmoyer, CPS**  
**President**

Lehigh University  
27 Memorial Drive  
Bethlehem PA 18015  
610-758-5071  
[lds207@lehigh.edu](mailto: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](mailto:gayle.gunderman@volvo.com)

**Cathy L Wimmer**  
**Secretary**

National Penn Investors Trust Co.  
Personal Wealth Services  
1620 Pond Road, Suite 200  
Allentown, PA 18104  
610-530-6811  
[cathy.wimmer@npitc.com](mailto:cathy.wimmer@npitc.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)

**POWER**  
**of**  
**Commitment**  
Lehigh Valley Chapter



May 2010

Dear Members,

Another Administrative Professionals Week® is behind us. I hope that you had a chance to participate in some of the activities celebrating our profession – the Adecco webinar, community luncheons or our chapter dinner. I would like to say thank you and a job well done to Pat Leibensperger, CPS; Karen D'Angelo; and the APD® committee for an outstanding Administrative Professionals Day® dinner. I hope that everyone enjoyed the delicious food and our excellent speaker, Diane Albright. With our busy lives, her organizing advice was just what we needed. How's your sock drawer reorganizing coming along?

As the year winds down, several members will be attending the PA Division Meeting in Gettysburg on May14-16. This is a great opportunity to network with friends and members from all of Pennsylvania and learn what their chapters have been up to. This is also our chance to shine as a chapter and show our division what a wonderful and vibrant chapter we are. Another highlight of this meeting will be special guest, Susan Shamali, CPS/CAP, international president. I'm looking forward to hearing her message.

While at the meeting, we will also put in our "formal" bid to host the 2012 PA Division Meeting. Although this is two years away, we need everyone's help and support to make this meeting a success. Let me know if you would like to be on the planning committee. More details to follow in the coming months.

Our May chapter meeting is an important one with election of officers (see newsletter for resumes) for 2010-2011. As a member, this is your opportunity to cast your vote for leadership for the coming year. I hope to see all of you at the meeting. Our speaker, Theresa Podguski, director of public affairs for AAA East Penn, will pack a suitcase while discussing what items to take with you on a trip, what items should be placed in your carry-on bag, and what items should be left at home. Good advice for the upcoming vacation travel season.

Don't forget to complete the committee selection forms located in the newsletter. Even if you currently serve on a committee and want to continue on that committee, please fill out a sign-up sheet. Please submit the completed form to Gayle Gunderman, CPS or myself. We need that information so we can register our officers and committee chairs with international and PA division by June 1.

See you at the May 24<sup>th</sup> meeting.

All my best,

*Linda*



International Association of  
Administrative Professionals®

# International Association of Administrative Professionals®

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



**DATE:** Monday, May 24, 2010  
**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:

- ★ Spring Fruit Cup, Glazed Ham, Rice Pilaf, Asparagus
- ★ Entrée includes breads/spreads, iced tea/coffee/tea, dessert (Lemon Mousse)

### Program:

#### **PACKING SEMINAR**

*Presented by: Theresa Podguski, Director of Public Affairs  
AAA East Central, East Penn Region*

We often hear "less is more" – and certainly that is the case when you're on the road or in the air. Smart packing can help you become a better (and happier!) traveler. Preparation is key to a hassle-free business trip, vacation, or getaway. Join us to learn more about good preparation and also the TSA's (Transportation Security Administration) prohibited and non-prohibited items.

Theresa Podguski, Director of Public Affairs for AAA East Penn, will pack a suitcase while discussing what items to take with you on a trip, what items should be placed in your carry-on bag, and what items should be left at home. Handouts will include: a Packing Checklist and "The AAA Guide to Trouble-free Travel."

*See you there! 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 20, 2010  
Contact Lynn Nocera 610.868.5020; [LNOCERA@RCN.COM](mailto:LNOCERA@RCN.COM)

✂-----

### Reservation Form: May 24, 2010

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

# 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 |
|-------------------|-------------------------|-----------|
| Cristin A. Keppel | Lehigh County Authority | 4/15/10   |



## **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 2010/2011 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.

\_\_\_\_\_ **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.

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

## Getting the Most Out of Your Performance Review

Although the downturn has been tough for all workers, some professionals have found that they have benefitted from the experience. Seventy-seven percent of individuals surveyed by our company cited at least one positive effect the recession has had on their jobs, including the ability to tackle new projects, assume additional responsibility and take on more challenging work.

But have you been rewarded for your hard work? If not, your performance review could be a good opportunity to earn the recognition you deserve. These meetings allow you to discuss your accomplishments with your manager, as well as work with your boss to map out further professional development opportunities.

Preparation is key to getting the most out of your review. Here are a few tips:

- **Do your homework.** Before your review, make a list of your accomplishments and how your efforts have benefited your department or company. Your manager may not be able to recall all of your contributions, especially if he or she oversees a large group of people.
- **Think outside the bucks.** Concentrating on compensation during a review can be a mistake, especially if your employer can't offer you a pay hike. Changes in job duties or your schedule, though, could have an impact on your overall job satisfaction and may be easier for your manager to implement.
- **Create a dialogue.** Think of the meeting as an opportunity to work with your supervisor to develop a plan to move your career forward. Ask for constructive criticism and advice on how you can continue to advance professionally.

- **Give feedback.** You should use the review as an opportunity to provide your manager with feedback. This also is your chance to tell your manager where you could use more support or resources. Just don't forget to temper the negative with the positive. Everyone, including the boss, needs a kind word now and then.
- **Have goals in mind.** Your supervisor will likely ask you what you hope to achieve in the coming year. Carefully consider what professional objectives — to lead a project team or earn a certification, for instance — you'd like to set for yourself and the support you might need to meet them.

*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).*

###



## IAAP Lehigh Valley Chapter Calendar

May/June 2010

| Sunday                  | Monday  | Tuesday   | Wednesday                                   | Thursday            | Friday                          | Saturday |
|-------------------------|---|---|---|---------------------|---------------------------------|----------|
| May 2<br>Karen D'Angelo | 3   | 4   | 5   | 6                   | 7                               | 8        |
| 9<br>Mother's Day       | 10  | 11  | 12  | 13                  | 14                              | 15       |
| 16                      | 17  | 18  | 19  | 20                  | 21                              | 22       |
| 23                      | 24<br>Chapter Meeting<br>Four Points Sheraton | 25  | 26  | 27                  | 28                              | 29       |
| 30<br>Pat Zemitis, CPS  | 31<br>Memorial Day                            | June 1  | 2   | 3                   | 4                               | 5        |
| 6                       | 7<br>Board Meeting<br>Fairfield Inn & Suites  | 8<br>Margarite Cassar, CPS<br>Sandy Dredge, CPS | 9   | 10                  | 11                              | 12       |
| 13                      | 14<br>Flag Day<br>Gayle Gunderman,<br>CPS     | 15  | 16  | 17                  | 18                              | 19       |
| 20<br>Father's Day      | 21<br>Rosemary Geosits                        | 22<br>Elizabeth Sabol                           | 23<br>Debby Mayberry, CAP<br>Jayne Sullivan | 24<br>Peggy Godfrey | 25<br>Maryann Muschlitz,<br>CAP | 26       |
| 27                      | 28<br>Chapter Meeting<br>Four Points Sheraton | 29  | 30<br>Karen Scherer, CPS                    |                     |                                 |          |

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 ◆

## Membership Committee Annual Report May 1, 2010

### Chapter Membership Statistics:

| Date       | Professional | Merited | Student | Associate | Total | Net Gain/(Loss) |
|------------|--------------|---------|---------|-----------|-------|-----------------|
| 06/30/2009 | 49           | 2       | 0       | 0         | 51    |                 |
| 04/30/2010 | 49           | 2       | 0       | 0         | 51    | ---             |

In April, we gained one new member increasing our membership to 51. 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:

| <b>Scoreboard</b><br>Northeast Dist.<br>PA Div. | As of<br>06/30/09 | As of<br>03/31/10 | Net<br>Gain/<br>(Loss) | % of<br>Gain/<br>(Loss) | Rank<br>within<br>District | Rank within<br>Association |
|---|-------------------|-------------------|------------------------|-------------------------|----------------------------|----------------------------|
| Membership                                      | 601               | 545               | (56)                   | (9.3%)                  |                            |                            |
| No. of Chapters                                 | 24                | 19                | (6)                    | (25%)                   |                            |                            |

As of March 31, we have 545 members and 19 chapters in the PA Division, a loss of 56 members and 6 chapters since June 30. No updated information as of April 30, 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

---

**POWER**  
**of**  
**Commitment**  
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

Cathy L. Wimmer

Assistant Vice President, Account Administrator

Cathy L. Wimmer is a Trust Administrator with National Penn Investors Trust Company. Her primary responsibilities are to support the administration of client accounts with a focus on compliance and regulatory issues. She has over 28 years of experience in the Trust and Investment Management field.

She is a graduate of Bucks County Community College and the Pennsylvania Bankers Association Central Atlantic School of Trust & Investment Management.

Cathy serves as a board member for Corporate Fiduciaries Group III and is a member of the Estate Planning Council of the Lehigh Valley. She has been a member of IAAP since 2004 and has held the office of Secretary of the Lehigh Valley Chapter in 2009-2010.

She is a financial secretary and Elder at her church and is secretary of the Consistory.

## ANNE LOGAN

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



◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

---

## Ways and Means Committee May, 2010

Ways and Means wants you.....

Over the past year, the officers and board members have stepped up to organize and run fundraising events. They are already pulled in many directions through other commitments to IAAP, so I'm wondering if relying on them for so much is really fair. I don't think so, so I'd like to resurrect the Ways and Means Committee and spread some of the responsibility around – many hands make light work.

I have accepted the Chairmanship of this Committee and am hoping that a few other members of IAAP will jump on board. I know we all have a couple balls in the air-what with family, friends, work and that much needed time to ourselves. But, if there are enough members on the committee, the ball you're adding would be very small (and pretty easy to catch).



It is the responsibility of the Ways and Means Committee to organize and promote fundraising projects for the Chapter's operations. These efforts support the delegate and alternative attending the PA Division Annual Meeting and the International Convention; when corporate support is not available. It also supports speakers and other expenses of the Education Program Committee.

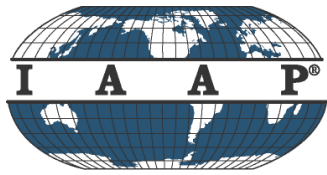
If you are new to IAAP, becoming a member of the Ways and Means Committee would be a great way to get involved and learn more about the organization. If you have been a member for a while now and haven't been on any committees, you may want to think about this one. And, if unable to serve on the Committee, any help you can provide in making the fundraisers successful will be greatly appreciated and allow members and guests to benefit from the excellent education programs provided by IAAP.

Respectively,

Maryann Muschlitz, CAP

---

**POWER**  
**of**  
**Commitment**  
Lehigh Valley Chapter



International Association of  
Administrative Professionals®

## 2009/10 LEHIGH VALLEY CHAPTER



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

| Chapter Officers      |                               |
|-----------------------|-------------------------------|
| <b>President</b>      | <b>Linda D Schmoyer, CPS</b>  |
| <b>Vice President</b> | <b>Gayle F Gunderman, CPS</b> |
| <b>Secretary</b>      | <b>Cathy L. Wimmer</b>        |
| <b>Treasurer</b>      | <b>Sally Ande, CPS</b>        |

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