



# Administration

## Administrative Professionals Week

WHEREAS, administrative professionals play an essential role in coordinating office operations of businesses, educational institutions, government, and other organizations; and,

WHEREAS, the work of administrative professionals today requires advanced knowledge and expertise in communications, computer software, customer service, office technology, project management, organization, and other vital office management responsibilities; and,

WHEREAS, **Administrative Professionals Week** is observed annually in workplaces around the world to recognize the important contributions of administrative support staff and is sponsored by the International Association of Administrative Professionals; and,

WHEREAS, the theme of **Administrative Professionals Week 2010** is "Power of Commitment" reflecting how today's career-minded administrative professionals are advancing their careers and the profession as a whole through a commitment to their careers through improving and expanding their skills; and,

THEREFORE, I, Annise D. Parker, Mayor of the City of Houston, do hereby recognize April 21, 2010 as Administrative Professionals Day and proclaim the week of April 18 - 24, 2010, as

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in Houston, Texas and salute the valuable contributions of administrative professionals in the work place. I call on all employers to support continued training and development for administrative staff, recognizing that a well-trained workforce is essential for success in today's business world.

In Witness Whereof, I have hereunto set my hand and have caused the Official Seal of the City of Houston to be affixed this 15<sup>th</sup> day of April, 2010.

*Annise D. Parker*

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Mayor of the City of Houston

