



International Association of
Administrative Professionals®

Arlington Golden Circle

January 10, 2012

www.iaap-arlington.org

SCHEDULE

5:30-6:00 p.m.

Greet & Meet

6:00-7:00 p.m.

Program

7:00-7:30 p.m.

Business Meeting

No food will be provided at this meeting. Please feel free to bring dinner with you.

****RSVP****

Change for this month...you will receive a calendar invite for ease of reply or send an email to:

Email : agc.reservations@gmail.com

Online: www.iaap-arlington.org

Please RSVP by noon, Monday, January 9.

Program Only \$10.00 – Pay at the door or through Pay Pal online.

US Bowling Congress

621 Six Flags Drive

Arlington, TX 76011

Earl Anthony Conference Room

From Hwy 360 take Randol Mill going west. Take a right on Six Flags Drive, US Bowling Congress on left. **Look for the blue & white IAAP MEETING HERE signs!**

Click [here](#) for additional map.

Using Social Media to Advance Your Career Presented by Stephanie Cook

January 10 – What is Social Media and How It Can Benefit Your Career?

Stephanie Cook is a Regional Vice President of Robert Half International, the worlds first and largest specialized staffing firm, and recognized leader in professional staffing and consulting services. With more than 10 years with RHI, Ms. Cook is dedicated to connecting companies in the D/FW area with highly skilled professionals.

In this session Ms. Cook will help us cover:

- What is social media?
- The basics of the “Big Three”
- How social media can benefit your career
- Getting started
- Common pitfalls

Please join us as we cover how to create your profile, build your network and discuss networking etiquette. One recertification point pending.



News to Share!

Our next meeting is scheduled for Thursday, February 16th (Please note date change), we'll discuss Meeting Planning 101 with certified meeting consultant Nancy Muse.