



International Association of  
Administrative Professionals®

Gwinnett Chapter  
www.iaap-gwinnett.org



## GWINNETT CHAPTER IAAP BUSINESS MEETING

**Tuesday, February 21, 2012**



"Making the Leap to  
Remarkable"  
IAAP: Ship to Success



## PROGRAM

### *Insider Secrets To Interviewing: For Anyone Looking for a New Job or Promotion...*

*Learn how to:*

1. Revitalize your job search.
2. Effectively interview and network.

*(1 recert point requested)*

*Presented by:*

***Cindy Cannon, DTM, PDG, Growth Management Group***



### ***New Member Orientation***

### ***Member Spotlight featuring Mary Jane Letoha***

#### **Tuesday, Feb. 21, 2012**

Networking: 5:45 to 6:10

Welcome & Dinner: 6:10 p.m.

Program: 6:45 p.m.

**\$16.00 Meeting Cost includes dinner**

#### **Meeting Location**

Hilton Atlanta Northeast  
5993 Peachtree Industrial Blvd.  
Norcross, GA 30092  
770-447-4747

For reservations (or cancellations), please contact Tina Behel, CAP at [tina\\_behel@gspnet.com](mailto:tina_behel@gspnet.com) **by noon**  
**Thurs., Feb. 16, 2012**. Make check payable to "Gwinnett Chapter IAAP" (may be mailed to Tina Behel,  
CAP, 8205 Castleberry Farms Drive, Gainesville, GA 30506).

- ✓ *All Visitors and Members Please Note: Reservations (and cancellations) for dinner must be made by noon Thursday prior to meeting on Tuesday! A reservation is a commitment to pay (members and guests not honoring a reservation will be invoiced \$16).*
- ✓ ***If you have any dietary restrictions, please let Tina know at the time of your reservation.***
- ✓ *If you have an address, phone number or email change, please let us know.*