

UPCOMING CHAPTER EVENTS

3/6-9 Spring Educational Mtg:
Tampa, Florida

**Nominations Open
for 2011-12 Board**

4/2 Spring University:
GP3 w/ EM North

4/6 Appreciation Lunch
w/ EM North

Voting is executed in May



2010-2011 BOARD OF DIRECTORS

President—Cyndy Reagan

Vice-President—Liz Edwards CPS

Treasurer—Pat Pradia

Secretary—Victoria Gonzalez

Director—Nancy Clark

Director—Norma Higgins

2010-2011 Chairs

Audit—Rachel Muniz

By-Laws—Debra Womack

Certification—Denise Colvin CAP

Historian—Carol Webb

Co-Chair—Maritza White

Membership—Daphne Mikel

Newsletter—Debbie A. Ibarra

Nominations—Mona Herpin

Programs—Evette Wesley

Co-Chair—Jill Alexander

PRESIDENT'S MESSAGE

“300,000 administrative jobs disappeared in the five years before 2009...continued contraction throughout the next decade..” according to an article in Forbes Magazine entitled “Jobs Outlook: Careers Headed for The Trash Pile.” The article goes on to say that technologies are making it easier for individuals to do the work that clerical workers used to do.

What does this have to do with IAAP? This is an organization that understands changing career paths. Even the evolution of the **organization's name** recognizes the changing roles and responsibilities of a “secretary” to an administrative professional. When you look at the courses and workshops offered at IAAP events, you will find the focus is on developing emerging skills and learning new technologies.

Then take a look at what certification covers (see inside article). When you do, ask yourself the question, “isn't this what my boss truly wants from me?” Undoubtedly, the answer is “YES.” In an ever competitive world, having your certification could make a huge difference in getting (or keeping) your next job. Think about it.

—*Cyndy*



In The Spotlight



Denise Colvin, CAP
Upstream Research
Company
Administrative
Assistant to
Bill Kline, Drilling &
Subsurface
Technology

Denise Colvin is our featured member for February. She serves as the Certification Chairman in the ExxonMobil South Chapter. So, if you want to become certified, you can ask Denise what you need to do; she knows.

She enjoys getting to meet and work with admins from areas outside her Function. She's getting to know people that she would not otherwise meet; even meeting people outside of ExxonMobil, because of going to workshops which are held by the TX-LA Division.

Her decision to join IAAP came from the roll out of the Staffing and Development Roadmap for Administrative Assistants. She attained her CAP rating in November 2010. She decided to take all four parts of the test at once, rather than test for CPS, then CAP separately. It involved a considerable amount of study time but was worth it because now it's done.

She works at URC as the Administrative Assistant to the Drilling and Subsurface Function Manager, Bill Kline. She reports that it's a very rewarding job and she's never been bored, because there are always exciting things going on in Drilling and Subsurface.

Denise loves to read and learn. She enjoys reading a variety of materials. Since July 2003, she's read numerous text books and has earned her Bachelors of Business Administration degree. During the two weeks following Hurricane Ike, she read A Tale of Two Cities, Wuthering Heights, and Robinson Crusoe; all by sunlight or candlelight. She also enjoys reading biographies and books on history, politics, and religion.

Since reading is sedentary and she felt the need to get out of the recliner, she was happy when her son gave her a Wii as a Christmas gift this past December, as it helps her get out of her recliner for a couple of hours most evenings. She especially likes the boxing because it raises her heart rate.

She created two Miis, one for each hand, so she can bowl and golf against herself using both sides of her body. Amazingly, the two Miis seem to be pretty well matched.

She recommends that new members get involved on a committee. The leadership, learning, and networking opportunities are worth the time and effort. Also, consider testing for certification.

The subjects covered on the tests will broaden your awareness of business in general and give you a better understanding of how your job fits into the bigger picture within the company.



Turning Jobs
Into Careers®

A H A !

Admins Helping Admins

ABOUT IAAP: CERTIFICATION CPS/CAP

You may have seen CPS and/or CAP after some admins' names and wondered what that meant. CPS stands for Certified Professional Secretary and CAP stands for Certified Administrative Professional. These are IAAP certifications attained by administrative professionals after passing tests covering subjects such as: office systems and technology, office administration, and management for CPS; and advanced organizational management for CAP.

Beginning in November 2011, there will be changes to this program. The IAAP realizes that the word "secretary" is outdated. Those who have attained CPS status will be changed to CAP and those who currently have CAP status will

become CAP-OM, Certified Administrative Professional – Organizational Management. Under the new system, there will be a single rating, CAP, with areas of specialty, such as organizational management. Additional specialization options will be added in later years, such as technology and software and medical administration.

Becoming certified demonstrates a commitment to quality, education, self-improvement, and career advancement. The topics covered on the tests involve subjects that are already part of your job, could become part of your job, or could help you move to a higher level position, and can help you better

understand management's perspective in making business decisions. To learn more about topics covered on the tests and how to get started with the certification process, go to:

<http://www.iaap-hq.org/certification>

<http://www.iaap-hq.org/sites/default/files/pdf/certification/>

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<http://www.iaap-hq.org/sites/default/files/pdf/certification/>

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Feel free to contact Denise Colvin with questions regarding certification.

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"People rarely succeed unless they have fun in what they are doing."
- Dale Carnegie

"Tips & Tricks"

Communicator

IAAP South Chapter is moving to Communicator—See Why!

- Communicator replaces both Lotus Notes IM and Net Meeting.
- Communicator is available to XME & GME Users while we are in transition.
- Communicator replaces Net-Meeting for desktop sharing in GME.

Start Today

- Start Communicator from the Start Menu or add to Quick Start Launch Bar.
- Sign In
- Change Preferences under Options-Personal to automatically start when you open Windows.
- Add Contacts under the drop down menu Tools - Add Contact.
- GET COMMUNICATING!

LEARNING/LEADING: LEADERSHIP

"If I have the belief that I can do it, I will surely acquire the capacity to do it, even if I may not have it at the beginning.."

—Mahatma Gandhi

One of the very first things you learn when you attend IAAP Leadership Training is that leaders are not born, they are made.

To truly get the most out of an organization, it is important to understand it, and the best way to

understand it is to be a leader in it. That's how you learn the "ins and outs."

The opportunity is yours within IAAP. When you accept a leadership position with IAAP, there are all sorts of tools, mentors, and measures to guide you. You don't stand alone. You have the opportunity to learn new skills, network with some fabulous people, and make a difference.

You don't have to look far at ExxonMobil to see how leadership is valued, along with the notion that a good leader also makes a good team member.

Board nominations are coming up soon, so don't let this opportunity pass you by. Be a chair, co-chair or participate on a committee. You can work on something you are familiar with or learn something new. It's up to you!

PAST/PRESENT/FUTURE: CPS/CAP BANQUET

This year the ExxonMobil South Chapter of IAAP will be hosting the CPS/CAP banquet in October. The annual banquet is a celebration of those who achieved Certified Professional Secretary or Certified Administrative Professional status by passing the required examinations in November 2010 and May 2011. It also celebrates those who have recertified by accumulating the required number of education

points over the past five years. This event includes all IAAP chapters in the Houston area, not just ExxonMobil chapters. In order to make this event a success, your help is needed! A committee is being formed and volunteers are needed for various subcommittees such as solicitation, registration, venue selection and logistics, speaker selection, etc.

As admins, you know that there are many details involved in this type of event and we want it to be fabulous!

Please contact Denise Colvin to sign up to help. Your assistance will be greatly appreciated

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(Cyndy, Liz, and Victoria, at the workshop. Denise not shown)

2010 IAAP

Leadership Workshop