



Turning Jobs  
Into Careers®

A H A !

Admins Helping Admins

JANUARY 2011

THE OFFICIAL  
EXXONMOBIL SOUTH CHAPTER IAAP NEWS

UPCOMING  
CHAPTER  
EVENTS

- 1/26 Chapter Meeting:  
Writing Your EADS
- 2/23 Chapter Meeting:  
Women and Heart Disease
- 3/6-9 Spring Educational Mtg:  
Tampa, Florida  
**Nominations Open  
for 2011-12 Board**
- 4/2 Spring University:  
GP3 w/ EM North
- 4/? Recognition Lunch  
TBD 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
- Membership—Daphne Mikel
- Newsletter—Debbie A. Ibarra
- Nominations—Mona Herpin
- Programs—Evette Wesley

PRESIDENT'S MESSAGE

**Happy New Year!** As we head into the last part of the IAAP fiscal year, I think it's time to reflect on what we've done and where we're going. At the beginning of the year, the Board decided to make the Chapter of Excellence milestones our goals for the year. The publishing of our first newsletter is one of the criteria among many that we've already met.

For the first time, our chapter will be co-hosting the Spring University along with the North Chapter on April 2nd. The Spring University is also a Chapter of Excellence criteria. It is an opportunity for us to work together as a team and organize an first-rate educational event.

We reached another milestone with two of our members achieving their CAP. **Maria Thompson** (featured below) was honored at the CPS/CAP banquet in the fall of 2010, and our newest CAP, **Denise Colvin**, recently passed the exam. Congratulations to you both!

Like any organization, our chapter should be all about you, the members. I urge you to tell the Board and Chairs of committees about what you want and need from our organization, and we ask that you involve yourself in the chapter. Here's to an exciting finish to a great year—*Cyndy*



In The Spotlight



**Maria Thompson,  
CPS/CAP**  
Upstream Research  
Company  
Administrative  
Assistant to  
Marco Rasi,  
Vice President  
Engineering

Maria is a member of IAAP through the ExxonMobil South Chapter. She enjoys IAAP because it gives her the opportunity to meet other ExxonMobil Administrative Assistants. Meeting them puts a face to the name, especially with whom she talks or emails often.

Reading the newsletter inspired Maria to join IAAP in 2001. She found the articles to be valuable to her career goals. The newsletter also motivated her to take her CPS/CAP exam. She achieved her CPS in November, 2009 and her CAP in May, 2010.

She gets a sense of fulfillment from her job (since she's always looking for something new) with new tasks and responsibilities in the form of general business or specific projects.

Her hobby is taking classes in Krav Maga, which is self defense training based on unarmed combat movements developed by the Israeli Armed Forces. Maria takes these classes 2 to 3 times a week; the other days she runs, bikes, and swims.

Maria's recommendation to new members is to read the newsletter and sign up for seminars & classes which can help them in their endeavors as Administrative Assistants. An added benefit to new members is meeting fellow Administrative Assistants and coming away with some outstanding ideas for their job.



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## Admins Helping Admins

### ABOUT IAAP: INTERNATIONAL



Do you want 2011 to be an exceptional year? Then make your plans to attend the Texas-Louisiana Division Annual Meeting in May or the International Association of Administrative Professionals Education Forum and Annual Meeting (EFAM) at Montreal in July .

To get the most out of your membership, get active in your IAAP Chapter and ensure a full return on the investment. Motivating others to join or contribute their time to organizations such as IAAP is what leadership is all about. My profes-

sional membership is invaluable to me because I know as an employee with over 30 years of service, lifelong learning is the key to my career success. Earn a CPS or CAP designation, or get continuing education units to re-certify! What a wonderful opportunity to polish your self-esteem!

I have attended several IAAP conventions and have learned something new at each one—a time management tip to keep on top of my calendar or an Excel tip to improve my spreadsheet. At

each meeting, you network with other successful admins from around the globe. You'll have endless contacts to help solve problems at work or at home. Once you return to the office from your seminar or convention, plan to share your key learnings with the rest of your admin team. This in turn will help with your presentation skills.

*Submitted by:  
Rachel Muniç, Executive Assistant  
ExxonMobil Gas &Power Marketing*



Join Here

# GROW YOUR CAREER

# JOIN IAAP TODAY

### LEARNING/LEADING: VIRTUAL MEETINGS-SAMETIME

Having a membership base that spans several locations has posed certain challenges for us. Adding an hour to a day just in travel time in order to make a meeting is not something that most of us can afford to do. What is the solution?

SAMETIME meetings. This technology enables us to show tele-com attendees the same slide presentation that the "real time" audience is seeing.

It's a technology we need to know!

#### CREATING A SAMETIME MEETING

Visit <http://hounds26.na.xom.com/>  
Login using your Lotus Notes Login  
Click on the "Schedule A Meeting" Essentials Tab:

- \* Enter the Meeting Title.
- \* Enter a Brief Description of the meeting.
- \* Select Date, Time & Meeting Length.
- \* Enter a password and confirm.

#### People Tab:

\*You can restrict the meeting or leave it open to all users.

#### Slides Tab:

\* Presenters can add slides before and/or during the meeting. (Beware! Not all file types are accepted.)  
What a Fantastic Tool, but this is just a tip of the iceberg!

For Full Details on Sametime Meetings: Visit the following website and click the How To's, Tips and Virtual Cafes

[http://intrattb.na.xom.com/emgs/mgo/5-9\\_same\\_meet.htm](http://intrattb.na.xom.com/emgs/mgo/5-9_same_meet.htm)

#### "Tips & Tricks"

Get That Lotus Notes Quota Down!

**Did you know that there are hidden parts of your quota that are not your calendar?**

- Go to View from your IN Box
- Hold down Ctrl+Shift and click "Goto"
- Scroll down to \$POP3
- Select and Press Enter
- Start Archiving

**You'll be amazed to watch your quota disappear —well almost!**

### PAST/PRESENT/FUTURE: SPRING UNIVERSITY

For the first time, both ExxonMobil IAAP Chapters will be hosting a workshop event

The Spring University, "The Effective Administrative Professional of the 21st Century," will be held from 7:30 a.m.-2:00 p.m. on April 2 at the EMEC Conference Center and is open to all administrative professionals in the Houston area.

The Keynote speaker is Pat Durham, a Professional Image Consultant who owns Diversity. She describes

her business as "defining today's business men and women to meet the challenges in the competitive global market."

There will be workshops on Microsoft Office 2010 and SharePoint—two "do not miss" opportunities for ExxonMobil admins to preview the new computing environment.

Other topics will include "Grace Under Pressure," "The Heart of a Leader, and "Organizing Your

Life."

Registration opens at 7:30 with a light continental breakfast and lunch is included.

With permission from your supervisor, you can pay for the event on your PCard via PayPal. Alternatively, you may pay by check.

Want to get more involved in the chapter's activities? There are volunteer opportunities the day of the event.

Contact Cyndy Reagan for details.



2010 IAAP ExxonMobil South Chapter Holiday Luncheon

*(To see more click on the picture.)*