



The Key Page Sara-Keys Chapter Newsletter

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International Association of Administrative Professionals

October 2010

President's Corner

By: Kim Stafford, CAP

Happy October to all. It's fall and the nicer weather always motivates me to start "sprucing" up my surroundings by organizing and cleaning to get ready for the upcoming holidays. As wonderful as the holidays are though, they are a lot of work and take thought and planning. But the results are always satisfying.

I have to tell you about this past week. I work for Sarasota County Government out at BOB (Big Office Building). And we are welcoming 125 more employees from another location. So our areas were re-configured and everyone had to downsize into 8x8 cubicles. We had no choice but to get organized and purge a lot of obsolete items and decide what was beneficial to keep and what we really didn't need to hang on to anymore. Not an easy process but it was very worthwhile and now my new cubicle looks great!

Maybe it's time to take a good hard look at our job skills and see if they need "sprucing up." We can sometimes get very comfortable with the skills we have just because it's the way we always did it. We can seek out opportunities to learn new skills in a number of ways. Through training provided by employers, or courses offered at the vocational schools. The new Microsoft Office 2007 is a great new skill to learn. And how about buffing up on your customer service skills?

And of course, IAAP is a great resource to help you accomplish your sprucing. I encourage each of you to go on the IAAP website and find new opportunities for sprucing your skills.

Remember, by learning or sprucing your skills, you are making yourself more valuable as an employee.

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7 Ways Your Resume Dates You

By: Porcshe Moran, Financially Fit

The turbulent economy has forced many people to go back into the job market for the first time in years. If there is a thick layer of dust on your resume it might be beneficial to learn the new rules of resume writing and presentation before you start submitting applications. Even the most qualified applicant might not get called in for an interview if his resume creates the impression that he is out of

touch with the current business environment. Do not assume that an impressive cover letter can serve as a substitute for a poorly written resume.

1. References Upon Request

There is no need to waste valuable resume space on this outdated section. Employers assume that you will provide references if asked. Instead, keep a separate page with the names and contact information of your references ready to supply to the employer once you have advanced in the interview process.

2. One Resume Fits All

While it is smart to keep a master resume on file, you need to customize it to fit each job for which you apply. Job-seekers who take the time to tailor their resume to the employer's needs will stand out from the pack. Eliminate the details that don't apply to the position and emphasize the ones that make you look the most qualified. It might take a little extra time to apply using this technique, but it will be worth it when your interview offers increase.

3. Objective Statement

The professional summary or profile has replaced the objective statement. Employers are focused on what candidates can do for them, not what the business can do for the candidate. You will sell yourself better with a concise bulleted list of the qualifications and accomplishments that make you a match for the position.

4. Single-Page Resume

One of the most touted resume rules is that the document must be one page. Many people will go to extremes to follow this command, resulting in tiny, unreadable font sizes just to avoid having a resume that extends onto the second page.

Unless you are a newcomer to the job market, it is entirely possible that you'll need more than a page to adequately showcase your skills and qualifications. If you have enough job experience that fits the position, it is acceptable to extend your resume length to two pages. Keep your resume succinct and relevant, but don't go under a 10-pt. font size.

5. Lack of Social Networking

Websites such as Facebook and Twitter might be considered distractions in the workplace, but they can be an asset on a resume. Employers want to know that applicants are up-to-date with current technology and communication trends. Links to a professional online portfolio, blog or LinkedIn page should be included in your resume header. There is a good chance that employers will do an internet search to find out more about potential employees, so make sure that all of your social networking profiles project a professional image.

6. Too Much Information

It is not necessary to give your life story on a resume. In fact, providing an employer with too much information can be detrimental to your chances of employment. Delete information about where and when you graduated high school. Ditch irrelevant jobs from 15 years ago. Although it was standard practice in some industries years ago, it is now inappropriate to include personal details in a resume such as information about your hobbies, religion, age and family status. Not only does it look unprofessional, but that information could be used to discriminate against you.

An employer will ask if they want to know why you left previous positions, so don't mention it on your resume. The rule of thumb is to pare down your resume to only include things that show why you are the perfect fit for the specific position for which you are applying.

7. Outdated Terminology and Skills

Skills in obsolete computer software and systems should be removed from your resume. Technical experience is critical in nearly every industry and employers often use technology keywords to find resumes in electronic databases. Listing basic computer skills such as word processing and using an internet browser is not recommended because employers will assume that you have those proficiencies. The job description is the best guide to determine the terminology and technology skills that should show up on your resume.

The Bottom Line

In a fast-paced and competitive job market the parameters for writing a resume continue to change. Resumes that do not reflect knowledge of the current needs in the workplace and the new rules of how to present yourself to an employer will likely end up in the trash.



The following jobs are available in our area:

The following positions were found on Monster.com and CareerBuilder:

Sarasota Plastic Surgery

Sarasota, FL

Contact: Mail Resume to 2255 South Tamiami Trail, Sarasota, FL 34239 or fax resume to: 941-366-0518

Position: Front Office Support/Reception

Salary Range: Not provided

Advanced Management Inc. of Southwest Florida

Lakewood Ranch, FL

Contact: Email resume to info@amiwra.com or fax to 941-359-1089

Position: Administrative Assistant

Salary Range: Not provided

Ringling College of Art & Design

Sarasota, FL

Contact:

<https://ringling.simplehire.com/applicants/jsp/hared/search/SearchResults.css.jsp>

Position: Administrative Assistant-Career Services; Administrative Assistant-Admissions Office; and, Administrative Assistant-Student Life (3 open positions)

Salary Range: Not provided

If you know of anyone looking for employment, please pass this information along. If you know of any openings, please email Donna Chipman CPS/CAP with the information at Chipman430@yahoo.com

October Chapter Meeting

Date: October 19, 2010

Time: Networking at 6:00 p.m.
Dinner at 6:30 PM
Program at 7 PM

Location: Holiday Inn – Lakewood Ranch
6321 Lake Osprey Drive
Sarasota, FL 34240
Phone: 941-782-4400 for directions

Program: “Sprucing Up Your Resume”
presented by Ann Ivey

One Recertification Point pending

Cost: \$15.00 per person

RSVP by noon on Friday, 10/15 to Pat Whitesel CAP at pwhitesel@gmail.com



Meeting Recap

The September 21, 2010, meeting was held at the North Sarasota County Library for 'Bring a Friend' night.

- Pat Whitesel CAP noted interest from members of other chapters in attending the Sara-Keys Chapter Fall FLAN being held on November 13, 2010. She had prepared a list of nearby hotels for those in attendance to consider.
- Doris DeMaria CAP informed the members that she had spoken with Roxanne Abbott, Sarasota County Technical Institute (SCTI), who informed her that SCTI had an Administrative Assistant Advisory Committee that oversees the classes offered. Ms. Abbott asked if one or two Sara-Keys Chapter members would like to sit on the committee, and Myrtle Owings CPS/CAP offered to participate in the committee, along with Pat Whitesel CAP, who noted her interest and would see if her schedule would permit it. Doris had also spoken with Teri Parrish, Manatee County Technical Institute (MCTI), who noted they also have an Administrative Assistant Program, but the person in charge was out on medical leave. Ms. Parrish had indicated the chapter could drop off information concerning IAAP for their review.
- It was noted by President Stafford that the board would be finalizing the plans for the FLAN at the October board meeting



Community Service

Please bring your food donations for the All Faiths Food Bank to the October meeting. We will also be collecting donations at the November meeting for the Thanksgiving Holiday.



Ways and Means

As you are aware, the Sara-Keys Chapter participates in the Ways and Means at the various conferences, meetings, seminars, etc., as a way of raising funds for the Chapter. The Sara-Keys Chapter Board has decided to create themed baskets and gather items for future Ways and Means. We have decided to start with creation of a 'Hurricane Supply' basket for our next Ways and Means and would ask that members provide items, such as flashlights, batteries, first aid kits, disposable cameras, wet wipes, hand sanitizer, non-perishable food (i.e. heater meals, canned items), tarps, candles, non-electric can opener, paper products, waterproof bags (for important documents), tool kit, rain gear, bug repellent, and anything else you think might be important to have post storm.

We will also accept any baskets that someone might wish to donate, and any suggestions for future basket themes.



About the Retirement Trust Foundation

The Retirement Trust Foundation was created in 2000. This independent, non-profit organization is administered by a six member International Board of Trustees, four of whom are elected at large from the membership of the International Association of Administrative Professionals and serve with the IAAP International President and Treasurer.

The IAAP Retirement Trust Foundation is a 501(c)(3) tax-exempt charitable organization. Contributions made to the Foundation are deductible as provided in Section 170 of the IRS code. Bequests, legacies, devises, transfers or gifts to or for the Trust's use are deductible for Federal estate and gift tax purposes.

The Trust was formed and operates exclusively for charitable purposes; i.e., for the primary purpose of acquiring, maintaining and operating homes for needy and elderly administrative professionals and otherwise assisting needy and elderly administrative professionals.

As a result, IAAP, through the Trust, has been able to do something that very few associations have ever done: build and maintain its own retirement center. What's more, Vista Grande

(the world's only retirement center for administrative professionals) was built entirely through donations to the Trust, with no corporate or association sponsorship.

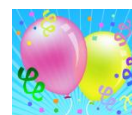
However, the Trust realizes that not every elderly or needy administrative professional can (or wants to) live at Vista Grande. As a result, in 2003, the Foundation's Board of Trustees began a new program: the Financial Assistance Program.

Through this new service, a retired administrative professional living in a

retirement community can receive financial assistance to be used toward housing costs. To qualify, applicants must meet HUD financial guidelines. Assistance can be a part of or all of rent (depending on funds available and need).

Like Vista Grande, the Financial Assistance Program is funded through your contributions.

For more information on the International Association of Administrative Professionals, please visit <http://www.iaap-hq.org>.



Anniversaries

Helen Wagner 35 years



Birthdays

Tracy Krueger Oct 26

CPS / CAP Exam Information

For those interested in applying for the CPS/CAP exams for May 6-7, 2011, the deadline for submittal of your registration forms is February 15, 2011. The CAP exam will be given on Friday, May 6, 2011 and the CPS exam will be given on Saturday, May 7, 2011. You can obtain the forms through the IAAP website at <http://www.iaap-hq.org/prodev/certification/exams.html>

The next exams will be given November 4-5, 2011.

Never Never

From the Office Professional Newsletter

Try never to split an infinitive by inserting an adverb between *to* and the verb. Place the adverb before or after the infinitive whenever possible. In a few instances, sentences become awkward or confusing with the adverb placed anywhere but between *to* and the verb. In those cases, either go ahead and split the infinitive or reword the sentence to make it clearer.

INCORRECT: I want you to periodically check Jane's voice mail.

CORRECT: I want you to check Jane's voice mail periodically.

CONFUSING: It is her habit to proofread everything that leaves her desk carefully.

AWKWARD: It is her habit to proofread carefully everything that leaves her desk.

ACCEPTABLE: It is her habit to carefully proofread everything that leaves her desk.

BETTER: She carefully proofreads everything that leaves her desk.

Calendar of Events

**November 13, 2010 -
Florida Local Area Networking (FLAN)
Hosted by the Sara-Keys Chapter
9:00 am – 12:30 pm
North Sarasota Library
2801 Newtown Boulevard
Sarasota, Florida
Please RSVP by Wednesday, November 10th to
Pat Whitesel CAP at pwhitesel@gmail.com or
941-552-9595 (leave a message)**

**February 5, 2011 - Gulf Coast Chapters
Pre-Spring Seminar**

**February 19, 2011 - Florida Division Spring
Seminar**

Visit <http://www.IAAP-sarakeys.org> or www.iaap-hq.org

March 6-9, 2011 - International Spring Conference

Hyatt Regency Hotel
https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=2501572
Tampa, FL

April 24-30, 2011 - Administrative Professionals Week

June 24-25, 2011 - Florida Division Annual Meeting (FDAM) –

"Gator Heaven in Twenty-Eleven"

Best Western Gateway Grand Hotel
Gainesville, FL

Quotes

Autumn is a second spring where every leaf is
a flower.

Albert Camus

For man, autumn is a time of harvest, of
gathering together. For nature, it is a time of
sowing, of scattering abroad.

Edwin Way Teale

Autumn Across America



Recipe Corner

From Kraft Recipes



Butternut Squash Soup

prep time 20 min
total time 45 min
makes 8 servings, about 1 cup soup and 5
crackers each

What You Need

1 Tbsp. olive oil
2 butternut squash (4 lb.), peeled, seeded and cut into chunks
1 onion, chopped
1 clove garlic, minced
1/2 tsp. ground allspice
2 cans (14-1/2 oz. each) chicken broth
1/2 cup BREAKSTONE'S Reduced Fat or KNUDSEN Light Sour Cream
PREMIUM Saltine Crackers

Make It

HEAT oil in large saucepan on medium heat. Add squash, onions and garlic; cook 5 min. or until crisp-tender, stirring occasionally. Stir in allspice; cook and stir 1 min.

ADD broth. Bring to boil; cover. Simmer on low heat 15 min. or until squash is tender. Process, in batches, in food processor until smooth. Return to saucepan; cook until heated through, stirring occasionally.

LADLE into 8 bowls. Top with sour cream; swirl slightly. Serve with crackers.

Kraft Kitchens Tips

Note

For a thinner soup, add more chicken broth or water until of desired consistency.

Variation

Store cooled soup in airtight container until ready to serve. Serve chilled with crackers as directed.

Apple Butternut Squash Soup

Prepare as directed, adding 2 chopped peeled apples to oil in saucepan to cook with the squash, onions and garlic.



Beef-Vegetable Skillet Bake

prep time 35 min

total time 50 min

makes 6 servings, 1/6 recipe (267 g) each

What You Need

1-1/2 lb. (675 g) extra-lean ground beef
1 pkg. (8 oz./225 g) sliced fresh mushrooms
1 onion, chopped
3 cups frozen peas and carrots
1 can (10 fl oz/284 mL) condensed cream of mushroom soup
1/2 cup water
1/4 lb. (115 g) *Velveeta* Process Cheese Product, cut into 1/2-inch cubes
1 pkg. (235 g) refrigerated crescent dinner rolls

Make It

HEAT oven to 375°F.

BROWN meat in large ovenproof nonstick skillet. Add mushrooms and onions; cook 8 to 10 min. or until liquid from mushrooms evaporates, stirring occasionally. Stir in next 3 ingredients; bring to boil. Add *Velveeta*; stir. Remove from heat.

UNROLL crescent dough; separate into 8 triangles. Arrange on top of meat mixture, with points of triangles overlapping in centre and short sides along edge of skillet.

BAKE 12 to 15 min. or until golden brown. Let stand 5 min. before serving.

Kraft Kitchens Tips

Substitute frozen corn or your favorite frozen vegetable mix for the peas and carrots.

Substitute

Prepare using cream of celery soup.

Note

If you don't have an ovenproof skillet, cover handle of regular skillet with several layers of foil before using as directed.



Pumpkin Spice Cake

prep time 30 min
total time 1 hr 50 min
makes 24 servings

What You Need

- 1 pkg. (2-layer size) yellow cake mix
- 1 pkg. (3.4 oz.) JELL-O Vanilla Flavor Instant Pudding
- 1 cup mashed cooked fresh pumpkin
- 1/2 cup oil
- 1/2 cup water
- 3 eggs
- 1 Tbsp. pumpkin pie spice
- [PHILADELPHIA Cream Cheese Frosting](#)
- 1/2 cup chopped toasted PLANTERS Pecans

Make It

HEAT oven to 350°F.

BEAT first 7 ingredients with mixer until well blended. Pour into 13x9-inch pan sprayed with cooking spray.

BAKE 32 to 35 min. or until toothpick inserted in center comes out clean. Cool completely.

SPREAD with PHILADELPHIA Cream Cheese Frosting; sprinkle with nuts. Keep refrigerated.

2010-2011 Officers

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Vision

To inspire and equip all office professionals to attain excellence.

Purpose

To provide education and training, and set standards of excellence recognized by the business community on a global perspective.

Chapter's Mission

To be the acknowledged, recognized leader of office professionals and to enhance their individual and collective value, image, competence and influence.