



**International Association of
Administrative Professionals®**



**BIG D CHAPTER
SPRING EDUCATIONAL FORUM
Saturday, April 21, 2012
7:30 a.m. – 3:00 p.m.
Childrens Medical Center
1935 Medical District Drive
Dallas, Texas 75235**

***6 EDUCATIONAL
RECERTIFICATION POINTS PENDING!***

- Excel Pivot Tables – Creating Remarkable Data Reports
By Makeba Potter, CPA, USA Shade & Fabric Structures, Inc.
- Outsourcing – How Organizations Cut Costs & Save Time
By Kevin Haynes, Director of Business Development, Inner Workings
- Resume Writing/Interview Techniques
By Anne Roberts, Sr. Director of Medical Affairs, Childrens Medical Center
- Sustainable Solutions Customized for You
By Marcella Donahoe of Avery Dennison
- Building Your Communication Skills for a Lifetime of Optimal Achievement
By Sherry Yellin Ph.D, Owner & CEO of The Learning Connection

Mark your calendars! - You won't want to miss this opportunity of networking, educational workshop sessions, raffles and more. Registration flyers and sign up forms with pricing information will be available soon along with map directions and information regarding area hotels. Payment options include cash, check or Paypal. Continental breakfast, boxed lunches and free valet parking are included in the registration price. Raffle tickets will be sold separately.

“Making the Leap to REMARKABLE”

Cost:

IAAP Members \$55	Non IAAP Members \$60	Full Time Students \$30
Early Bird \$55 (if received by 4/16/12)		

For further information contact Linda Ewing, Seminar Chair:
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