

HIGH RISE HAPPENINGS

January 2012

IN THIS ISSUE:

Core Values 1

President's Message 2

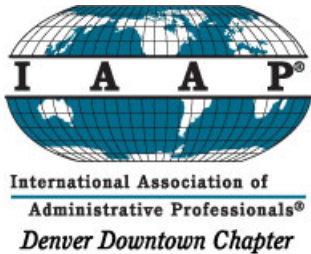
Featured Article by OfficeTeam

DO THIS, NOT THAT!
OfficeTeam Reveals Mistakes That Could Derail
Your Job Search 3

Events and Meeting Information 4

The Good Word 5

Officers, Chairs & Directors 6



IAAP's Core Values

INTEGRITY: We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

RESPECT: We create respect within our profession and association through listening, understanding and acknowledging member feedback.

ADAPTABILITY: We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

COMMUNICATION: We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

COMMITMENT: We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.





President's Message



About R&E Scholarship Program

From its earliest days during World War II, IAAP has been dedicated to helping admins reach and remain on the professional cutting edge by increasing their skills with the best techniques and technology. That mission is even more important today.

During this uncertain economy, jobs have been slashed and companies are spending less to train employees. At the same time, administrative professionals are taking on more work and having to learn an ever evolving array of new office tools and techniques. Professional development is essential if admins are going to stay viable in the workplace.

IAAP wants to ensure that every admin has the opportunity to get the professional training they need. That's why the Research and Educational Foundation has established a new scholarship program to help new or unemployed administrative professionals attend the association's Education Forum and Annual Meeting.

If you've never attended EFAM, these is a great chance to jump start your career and take advantage of all that IAAP has to offer over the course of several days during the association's premier annual event.

If you've suffered a job loss, this scholarship will ensure that you stay sharp as an admin and could make a real difference as you search for a new position.

Finally, IAAP needs help getting the word out about this new scholarship program. If you know any new or unemployed members who you think would benefit from this scholarship, don't hesitate to refer them to our Web page. <http://www.iaap-hq.org/about/refoundation>

Please take the time to learn more and apply for an EFAM scholarship. It'll pay off in the long run.

-Sheri Kelley

Member Resources and Information

Where can you find

- New member information
- IAAP association directory
- Edit your contact information
- Pathways to Excellence criteria
- IAAP membership Affinity benefits
- Upcoming events
- Certification information
- Education resources

<http://community.iaap-hp.org/memberresources/>

Log-in

In order to access these links you need to use your member log-in. The following link will give you directions on how to set up your member log-in. <http://community.iaap-hp.org/userguide/loggingon/>

Name Badge

If you need to replace or update your IAAP badge the Denver Downtown Chapter orders badges from:

Professional Image
www.badgeteam.com

Style: D153F Style D 1.5"x3" with Frame-Colors - White w/ Gold Frame / Logo & 1 Line as Name/ Magnetic Holder

Cost: \$5.50 badge/\$1.50 holder, total of \$7.00 plus shipping & handling



Featured Article by OfficeTeam

DO THIS, NOT THAT!

OfficeTeam Reveals Mistakes That Could Derail Your Job Search

MENLO PARK, Calif., Dec. 15, 2011 -- As 2012 approaches, many people are taking to heart the expression, "Out with the old, in with the new." According to specialized staffing firm OfficeTeam, the idea is especially relevant when searching for employment. Job-hunting tactics that worked even a few years ago may appear passé, while using fresh strategies can help professionals stand out among a large applicant pool. "It's easy to get stuck in a rut during the job hunt," said Robert Hosking, executive director of OfficeTeam. "If certain tactics aren't working, job seekers need to switch gears and try new ideas."

OfficeTeam offers the following job search don'ts along with advice for what to try instead:

Don't	Try This Instead
Network solely when you're looking for a job	Use tools such as LinkedIn, Facebook and Twitter regularly to keep in touch with professional contacts. Maintain an up-to-date profile on these sites, and be active with industry associations and events.
Wait until a position is advertised to apply	Scour local print and online publications and follow company social media feeds to find out which businesses are growing and may be hiring. When you see organizations that interest you, contact them proactively to learn of potential job openings.
Limit yourself to full-time employment opportunities	Consider temporary work. Interim assignments provide a source of income as well as a chance to network and build new skills. They also can lead to full-time job offers.
Use a standard resume template	Create personally "branded" application materials that speak to your particular strengths. A simple but eye-catching format can attract an employer's attention.
Rule out all "old-school" application methods	Sending your resume and cover letter on high-quality paper via the post office may seem outdated, but people receive so little mail today that your hard-copy materials could pay off.
Assume they're not interested	Follow up via email or by phone within two weeks of submitting your resume. Reassert your interest in the position and explain how your skills can benefit the company.
Speak only in general terms or give "canned" responses during the interview	Be prepared to share anecdotes that showcase your skills, personality and how your contributions have impacted the bottom line.
Write a hum-drum thank-you message	Recap the qualities that make you a fit for the role and express your enthusiasm for the opportunity. Email is acceptable, but a handwritten note can be more impressive.

About OfficeTeam

OfficeTeam is the nation's leading staffing service specializing in the temporary placement of highly skilled office and administrative support professionals. The company has 315 locations worldwide and offers online job search services at www.officeteam.com.



Events and Meeting Information

Denver Downtown Chapter's Upcoming Meetings

January 11th at 1001 17th Street, Suite 1200 (where the Avery meeting was held)
February 8th at Downtown Denver Partnership 511 16th Street, Suite 200

Exams and Deadlines 2011-2012

Exam Dates
Nov. 4-5, 2011(past)
[Upcoming Changes](#)
May 5, 2012

Deadline Dates
Aug. 15, 2011(past)
Feb. 15, 2012

For November 2011, the new exams will be administered on Saturday; select retake candidates will test Friday and Saturday. For May 2012, all exams will be administered on Saturday.

Downtown Denver Chapter Meeting Information

Chapter meetings are held on the second Wednesday of each month from 7:30 to 9:00 AM. Meetings are held at the Downtown Denver Partnership office at 511 16th Street, Suite 200 (corner of 16th & Glenarm). The entrance is between Marlowe's Restaurant and the Paramount Cafe.

- | | |
|--------------------------|--|
| January 11 th | Holiday Social/Community Outreach - 1001 17th Street, Suite 1200, Denver, CO 80202 |
| February 8 th | Disaster Management/Mitigation* |
| March 14 th | Conflict Resolution Skills* |
| April 11 th | MS Publisher Basics* |
| May 9 th | Annual Meeting, Election of Officers |
| June 13 th | Installation of Officers/ Committee Chair Appts |

*denotes certification credit (pending)
<http://community.iaap-hq.org/DenverDowntown/Home/>

Administrative Professionals Week 2012: April 22-28

APW Event
Friday, April 27th
Keep a look out for upcoming details!

Member Recognition and Achievements November 2011

Membership Anniversaries

Diane Rene, CAP (2011)

THE
Good
WORD

Funny Quotes –
That only admin can
truly appreciate...

"Responsibility without
power, the fate of the
secretary through the
ages." ~Ariel Dorfman

"The brain is a wonderful
organ. It starts working the
moment you get up in the
morning and does not stop
until you get into the
office." ~Robert Frost

As soon as you sit down
to a cup of hot coffee,
your boss will ask you to
do something which will
last until the coffee is
cold. ~Author Unknown

Accomplishing the
impossible means only
that the boss will add it
to your regular
duties. ~Doug Larson



Office Dynamics, based in Las Vegas, has been a vanguard in training and development for progressive employers and success-minded professionals throughout North America since 1990. We are guided by a singular mission. We're proud to say this mission has literally transformed the corporate cultures of some of the world's most prestigious businesses and organizations - and it's touched the lives of thousands of people.

Office Dynamics was founded by CEO Joan Burge -- one of the first advocates for the administrative profession and a bona fide business success story. An executive since 1990, she spent 20 years working her way to the top -- starting as a receptionist, and eventually supporting mid-size and Fortune 500 companies until she serviced in the executive administrative positions and launched her own company. Having worked on "both sides of the desk," Joan infuses that rare perspective into every aspect of the business -- and it's a primary reason our clients keep relying on us for training and development opportunities they can get nowhere else.



"Resumania" is a website based on the syndicated column of the same name that describes errors made by job seekers on resumes, applications and cover letters. In addition to the examples, the site gives job search tips and emphasizes the importance of professionalism and accuracy in resume preparation.

Advertisements

Advertising space has never been so affordable!

The cost of ad space in our Downtown Denver Chapter newsletter, *High Rise Happenings*, is \$25 for three issues or \$75 for the year.



OFFICERS, CHAIRS & DIRECTORS

Denver Downtown Chapter Board Of Directors

Sheri Kelley	President	kelly@hlzcpa.com	303.486.0017
Gina Cardenas	Vice President	regina.cardenas@atkinsglobal.com	720.475.7149
Joan Solano	Secretary	jsolano@heincpa.com	303.298.9600
Jeanne Jones CPS/CAP	Treasurer	jonesj@zhi.com	303.928.4655

Committee Chairs

Debbie Brown CPS/CAP/RP	Bylaws & RTF	debbrown51@comcast.net	303.831.5083
Cathy Huft	Certification	cathy.huft@williams.com	
Danielle Rolfe	Membership	danielle.rolfe@officeteam.com	303.296.4900
Amanda Jimenez	Chapter of Excellence	amanda@downtowndenver.com	303.534.6161
Gina Cardenas	APW Program	regina.cardenas@atkinsglobal.com	720.475.7149

Chapter Web Site: www.iaap-denverdowntown.org

CWM Division Officers

Eileen Verosko CPS	President	everosko@officescapes.com	719.433.7311
Carol Hardin CPS/CAP	President-Elect	carol.hardin@afscn.com	719.637.6572
Mary Lenhart	Secretary	mary.lenhart@greeleygov.com	970.371.2132
Elizabeth Harms CAP	Treasurer	elizabeth.harms@us.gt.com	303.813.3477
Carla Hall	Parliamentarian	carla.hall@usav.org	719.228.6805

Division Web Site: www.iaap-co-wy-mt.org

International Board

Tamra Goodall CPS/CAP	President	tgoodall@wvha.org	304.344.9744
Karlena Rannals CPS/CAP	President-Elect	krannals@iaap-hq.org	858.756.6014
Judith Yannarelli CPS/CAP	Vice President	jyannarelli@iaap-hq.org	973.449.8446
Antoinette Smith CPS/CAP	Secretary	asmith@iaap-hq.org	314.233.8054
Wendy Melby CPS/CAP	Treasurer	wmelby@iaap-hq.org	414.906.7197

Directors

Tammy Pierce CPS/CAP	Great Lakes	tpierce@iaap-hq.org	937.859.5121
Kristi Rotvold CPS/CAP	Northwest	krotvold@iaap-hp.org	701.234.6091
Dortha Gray CPS/CAP	Southwest	dgray@iaap-hp.org	713.651.6302
Lina Veglia CPS/CAP	Canada	lveglia@iaap-hq.org	519.740.4517
Bianca Constance	Northeast	bconstance@iaap-hq.org	212.313.1152
Doris Goode CPS/CAP	Southeast	dgoode@iaap-hq.org	901.874.6802

International Web Site: www.iaap-hq.org

