

International Association of
Administrative Professionals®
Ak-Sar-Ben Chapter

2012 ADMINISTRATIVE PROFESSIONAL OF THE YEAR (APY) Application

Recognizing outstanding service in the administrative profession through business, education and community involvement.

Qualifying Criteria for Applicant Eligibility:

- Applicants must be at least twenty-one-years of age.
- Must be a legal United States resident living within a 100 mile radius of the Omaha, Nebraska Greater Metropolitan area.
- Currently employed as a full-time administrative professional*. (Individuals who are self-employed or those providing secretarial support services or operating virtual assistant home offices are not eligible for this award recognition.)
- Full-time students are ineligible unless currently employed full-time as stipulated above.

Preparation of the Application:

Read the instructions carefully and submit completed application, including additional documentation, according to the attached **SAMPLE APPLICATION**. **NOTE:** *Application should be typed using one side of paper only.*

Attach Necessary Information:

1. Complete Applicant Information on Score Sheet
 - Home and business addresses, telephone numbers (fax numbers if available) and e-mail address. Indicate preferred contact phone number, e-mail and mailing address information by marking each with an *asterisk.
 - Applicant Score Sheet must be signed.
2. Professional Organization Form(s) - Complete one for each organization
3. Executive Letter
4. Biographical & Personal Statements
5. Additional supporting documentation and other verifiable information requested where indicated on application. Items may include:
 - Résumé
 - Certificate(s) of Diploma
 - Proof of Certification(s)
 - Presentation or Public Speaking information
 - Volunteer Opportunity Information
 - CEU or Recertification Certificates

Provide detailed information for each section. (There is no limit regarding the number of pages that can be submitted with each application.)

Mailing Instructions:

Mail completed application and attachments to:

Vickie Wroblewski CAP-OM
2012 APD Committee Chair / APY Award
4421 S. 46 Street
Omaha NE 68117

Applications must be received at the above noted address by no later than 5:00 PM on **Monday, March 23, 2012.**

* *Administrative Professionals comprise a wide array of job titles that include, but are not limited to: Receptionists; Switchboard Operators; Customer Service Representatives; General Filing Clerks; Office Support Specialists; Education/Training Assistants; Event Planners; Data Entry and/or Document Imaging Specialists; Human Resources Generalists; Information Services Specialists; Medical Assistants; Office Managers; Para-Legal and Administrative, Executive and Personal Assistants and Secretaries, etc.*

ADMINISTRATIVE PROFESSIONAL OF THE YEAR (APY) APPLICATION SCORE SHEET

Please put an * asterisk next to your preferred contact information.

Name: _____
First Last

Home Address: _____ Home Phone (____)-____-_____
Street

_____ Home e-mail _____
City State Zip

Work Address: _____
Company Name

_____ Work Phone (____)-____-_____
Street

_____ Work e-mail _____
City State Zip

| Part A | | |
|--|--------------------------------------|-------|
| BUSINESS EXPERIENCE | Points Possible | Score |
| <p>Currently employed as an administrative professional; must have five (5) continuous years of administrative experience. Provide a complete record of employment.</p> <p><u>Include:</u></p> <ol style="list-style-type: none"> 1 Full and part-time employment history beginning with most recent. <ul style="list-style-type: none"> • Dates (month/year) employed, • Job title(s), a brief description of work performed, and • Names and titles of direct report or immediate supervisor 2 All breaks or gaps in employment history must be accounted for. 3 A résumé may be attached providing the above criteria are fully met. | 1 points | |
| <p>Ten (10) previous years employed as an administrative professional (beyond the five years accounted for above). <i>Attach copy of employment history or other form of written documentation.</i></p> <p>NOTE: Count regular part-time work experience as ½ of year. <i>Example: 4 PT years – count as 2 years.</i></p> | 1 point per year – maximum 10 points | |
| EDUCATION & ADDITIONAL TRAINING | Points Possible | Score |
| <p>(4) Points for graduating with a Master’s Degree (3) Points for graduating with a Bachelor’s Degree (2) Points for graduating with an Associate’s Degree (1) Point for having successfully completed two or more years or equivalent (<i>approx 15-18 credit hours/year</i>) of formal education at an accredited college or university.</p> <p><i>Attach a copy of the certificate(s) of diploma; or provide the name, city & state of accredited college or university, type of degree earned, and month/year completed or graduated.</i></p> | <i>See instructions at left</i> | |

**ADMINISTRATIVE PROFESSIONAL OF THE YEAR (APY) APPLICATION
SCORE SHEET CONT.**

| CERTIFICATION & RECERTIFICATIONS | Points Possible | Score |
|---|--|--------------|
| Certified Professional Secretary (CPS): Month/Year Certified _____ | 1 Point | |
| Certified Administrative Professional (CAP) only : Month/Year Certified _____ OR Both CPS: Month/Year Certified _____ AND CAP: Month/Year Certified _____ | 2 Points | |
| I have recertified as CPS: Month/Year _____ and/or CAP: Month/Year _____ | 1 Point / each | |
| Other Professional Certifications held (e.g. <i>Microsoft Office Specialist (MOS) or Certified Event Planner (CEP) etc.</i>): _____: Month/Year Certified _____ _____: Month/Year Certified _____ <i>Attach a copy of 'Proof of Certification(s); or provide information regarding the proctor name and testing location (city, state)</i> | 1 Point / certification | |
| Total CEUs / Recertification Points earned in past five years. <i>Attach copies of CEU or Recertification Point certificates; or provide information list including the Program Title/dates, Presenter/Speaker Names, and event location (city, state & venue) as written documentation for each CEU or Recertification Point earned.</i> | .1 CEU/event; 10 contact hours = 1 CEU 1 Point/CEU | |
| Part B | | |
| PROFESSIONAL ASSOCIATIONS / ORGANIZATIONS & OTHER LEADERSHIP OPPORTUNITIES | Points Possible | Score |
| <i>Attach completed Professional Organization Form for <u>each</u> organization; signed and dated by chapter president, club officer or other designated representative (i.e. membership chair or treasurer)</i> | 1 Point per organization | |
| Total points added from all <i>Professional Organization Forms</i> submitted (see attached.) | | |
| Formal seminars, program presentations or public speaking events given within the last three years. Provide the date, location (city, state & venue), and the event title or program topic for each <u>eligible</u> speaking engagement. Indicate name of the group or organization and the approximate audience size. <i>Eligible presentations should be at least 40 minutes in duration, and should be educational or informational and business/professional in nature.</i> | 1 Point per speaking event | |
| Part C | | |
| EXECUTIVE LETTER | Points Possible | Score |
| <i>Attach formal executive recommendation letter; typed on company letterhead. Should be signed and dated by applicant's direct report, manager or supervisor. Provide a business card if available.</i> | 1 Point | |

**ADMINISTRATIVE PROFESSIONAL OF THE YEAR (APY) APPLICATION
SCORE SHEET**

| Part D | | |
|--|----------------------------|--------------|
| CHARITABLE CONTRIBUTIONS, COMMUNITY SERVICE & OTHER VOLUNTEER ACTIVITIES | Points Possible | Score |
| <i>Attach list as written documentation for all community service activities, charitable donations, event contributions and/or other volunteer opportunities you have participated in within the past two years. Include the name of the organization or service program; location (city, state); date and (if applicable) the duration and overall nature of each activity performed.</i> | 1 Point Per activity/event | |
| Part E | | |
| BIOGRAPHICAL & PERSONAL STATEMENTS | Points Possible | Score |
| <i>Attach an abbreviated biography or short personal sketch to accompany the completed application. Please limit this information to 150 words or fewer.</i> | 1 Point | |
| <i>Provide a brief statement to include any other notable information that may add value to your overall application. (e.g. Bonded Notary Public; professional designations such as Toastmasters, Competent Communicator (CC); additional awards won or other recognition received; etc.)</i> | 1 Point | |
| SCORE SHEET TOTAL | | |
| <i>Points verified by APY Committee Member (Initial) _____</i> | | |

"I certify that the information contained in the attached application is true and correct to the best of my knowledge and belief."

Applicant Signature

Date

[†] Submitted applications, including attached documentation, become the property of The Administrative Professional of the Year (APY) Award Committee (acting as a sub-committee on behalf of the Administrative Professional's Day (APD) Committee.) The APD/APY committee reserves and requests the right to verify any and/or all information provided; submitted or attached as part of this signed application. The decision of the APY Committee will be final.

**ADMINISTRATIVE PROFESSIONAL OF THE YEAR (APY) APPLICATION
PROFESSIONAL ORGANIZATION FORM
PART B**

Applicant Name: _____ Member #: _____

Professional Organization: _____

Chapter/Club Name: _____ ID # _____

(To be completed by Professional Organization Chapter/Club President or designee.)

Points

LEADERSHIP

Allow (1) point per each committee chaired or co-chaired by applicant within the past 5 years.
Please provide list of committees and term/year position held.

Allow (1) point per each Chapter/Club Elected Office position held at the Local Level the applicant has served within the past 5 years.
Please provide list of offices and term/year position held.

Allow (2) points per each Committee Chair, Elected Office or Designated Representative position held by the applicant at the Division / District, Regional or International Level within the past 5 years.
Please provide list of all positions and term/year position held.

MEMBERSHIP

Allow (1) point per each club/chapter meeting attended within the past two years (up to 20 points.)
This information can be obtained from current treasurer and/or membership Chairman.

Allow (1) point per each new member recruited by applicant in the past two years (up to 10 points.)

STEWARDSHIP

Allow (1) point per each additional community /public awareness activity and/or fundraising event the applicant has participated in for the organization within the past two years (up to 20 points.)

TOTAL POINTS

Prepared by: _____
Please print

Position or Title: _____

Signature: _____

Date: _____

Matilda Jackson CPS/CAP

**ADMINISTRATIVE PROFESSIONAL OF THE YEAR (APY) AWARD
PART A**

BUSINESS EXPERIENCE

June 2001 to present Talbot Manufacturing Systems, Hartford, Connecticut
Executive Secretary to Joseph H. Merrow, Senior Vice President

Talbot Manufacturing Systems is a diversified manufacturing company supplying machinery to aerospace, farming, automotive, and the computer industries. Company has ten domestic and four foreign manufacturing facilities. Total employment is 10,500, with 1,435 being office and administrative personnel. The Hartford location is a manufacturing unit and corporate headquarters as well. Total employment in Hartford is 1,700, with 295 being office and administrative. Mr. Talbot heads up corporate sales and marketing.

Duties include dictation; filing; travel arrangements; collecting data and maintaining files on national and international trade shows, budgets, projected shipments for various units and correlating into corporate package; arranging for semi-annual sales and marketing meeting; maintaining files on future planning of two- to five-year goals nationwide and international; filing on marketable product trends and future products; supervising one stenographer; preparing and transmitting correspondence on own initiative; coordinating and assisting in employer's activities.

May 1998 to June 2001 Talbot Manufacturing Systems, Special Machinery Division Buffalo, New York
Secretary to Howard R. Smith, Sales Manager

Duties included dictation; filing, travel arrangements; preparing order/ shipment reports on weekly, monthly, quarterly, and annual basis; maintaining file on direct sales and distributor sales agreements; handling all details in setting up quarterly sales meetings/seminars; supervising two word processing persons in preparation of proposals, correspondence; handling routine correspondence; keeping appointment log and expense statements for Smith. Promoted and transferred as Executive Secretary to Merrow at corporate headquarters in Hartford.

CERTIFICATIONS

CPS – Certified 1998
CAP – Certified 2002

EDUCATION

Bright Star Community College 1996 - 1998
Successfully completed two years of various on-line Business Administration courses

PROFESSIONAL ORGANIZATIONS

See attached Professional Organizational Forms

OTHER LEADERSHIP OPPORTUNITIES

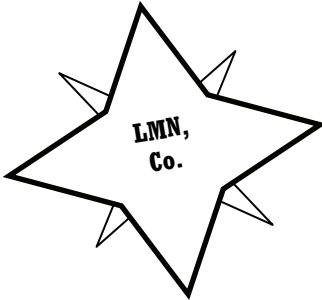
Speaking Engagements:

March 29, 1991 — Rotary Luncheon (Hartford, CT) —150 in attendance
Subject: *IAAP and the Professional Secretary*

April 23, 1990 — Morrison High School Business Students (Morrison, CT) —77 in attendance
Subject: *Prepare for a career in business through Professional Associations Memberships and Certifications*

Matilda Jackson CPS/CAP

EXECUTIVE NOMINATION LETTER
PART C



March 3, 2009

LMN Company
123 Anywhere Street
Someplace, USA 54321

Administrative Professional of the Year Committee:

It is my pleasure to nominate Matilda Jackson CPS/CAP for the 2007 Administrative Professional of the Year award.

Matilda has been invaluable to me as my assistant for the last seven years. Her knowledge of the current software products used in our office has made her a valuable resource to the other staff members. She is always willing to share her knowledge and never tires of answering questions.

Matilda has a professional demeanor that immediately puts all visitors to our office at ease. She greets each guest with a handshake and a smile.

She brought forth several new ideas for cost savings to the company including streamlining our expense reporting procedure. Matilda has great project management skills that she uses daily.

Matilda has served on the community activities of our company for the last 3 years. She was instrumental in recruiting seven new members for her IAAP chapter and has personally taken an interest in their personal and professional growth within the association.

I believe that Matilda is, and will continue to be, the Administrative Professional of the Year.

Sincerely,

Joe R. Smith
President, LMN Company

Matilda Jackson CPS/CAP

COMMUNITY SERVICE & VOLUNTEER ACTIVITIES
PART D

| | | |
|---|-----------|-------------------|
| Participant in the American Heart Association Relay/Walk for Life | Omaha, NE | July 25, 2007 |
| Delivered Meals on Wheels Salvation Army | Omaha, NE | November 27, 2008 |

BIOGRAPHY
PART E

I am the mother of five boys, ages 18 to 2 years. I am committed to the Parent Teacher Organization (PTO) for the grade school that my younger sons attend, and I am a loyal booster for my son's high school baseball team. I can often be seen cheering as my oldest son leads the high school conference in RBI's on his team.

On alternate weekends, I serve as a volunteer for our Neighborhood Watch Citizen Patrol; and I participate in many of the fund-raising walks offered in the community.

I also enjoy quiet time at home working in my flower garden, reading, and catching up on the day-to-day activities of my family.

PERSONAL STATEMENT
PART E

Currently bonded as a Notary Public for the State of Nebraska (expires March 29, 2009); Received Employee of the Month Award June 2001; Recognized for perfect attendance in 2001, 2002, 2004, 2005 & 2006.
