

The Bartlesville Chapter of IAAP®



cordially invites you to attend a celebration of
Administrative Professionals Week



-WHEN-

Thursday, April 25, 2013
5:30 pm

-WHERE-

Wichita Room
Tri County Technology Center
Bartlesville, Oklahoma

-COST-

FREE for Bartlesville Area
Administrative Professionals

-INCLUDED-

Light Refreshments
Educational Program

**Approved for One CAP Recertification Point*

**“Networking in the Social Age -
The Tips and Tricks of LinkedIn”**

- ⇒ Smart Connections
- ⇒ The Rules of Engagement
- ⇒ Brand Power

-ATTIRE-

Business Casual

For more information visit
www.iaapbartlesville.org

Featuring
Special Guest

Tara Gotwalt



Tara Gotwalt's strong educational background, years of supervisory experience and leadership roles within the community combine to create a dynamic experience for her clients in her role as Director of Business Development. Her educational expertise in the classroom as a National Board Certified Teacher prepared her to be a highly qualified presenter and learning consultant. Tara's positive outlook on life, combined with her

genuine passion for lifelong learning experiences is especially motivating for all.

Tara's professional career has led her through the ranks at Tri County Technology Center to today at The Strategy Center, providing her with priceless experiences from entry level to administration. Her community roles have brought hands-on learning in the public sector, providing insight to the workings of both non-profits and corporations. Tara's experiences in various leadership roles have created a plentiful toolbox to pull from when working with managers and leaders.

Tara graduated from Oklahoma State University with a B.S. in Education and from Southern Nazarene University with an M.A. in Educational Leadership. She is a Franklin Covey certified trainer.

Tara lives in Dewey, OK. She enjoys raising her children, traveling, fishing and technology. Tara acts as an adjunct faculty for Oklahoma Wesleyan University. She currently serves as President for the Bartlesville Rotary Club 2476.



International Association of
Administrative Professionals®
Bartlesville Chapter

Since 1952, the International Association of Administrative Professionals has honored office workers by sponsoring Administrative Professionals Week. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays.

Today, there are more than 4.1 million secretaries and administrative assistants working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles. More than 475,000 administrative professionals are employed in Canada. Millions more administrative professionals work in offices all over the world.