



Golden Corridor Chapter

“Surviving the IAAP Certification Tests”

June 21, 2012



JOIN US FOR OUR MEETING

If you're looking for ways to help you get ahead in the workplace, stop here. The Certified Administrative Professional rating is the industry recognized standard of proficiency.

You'll improve your professional qualifications, increase your skills and knowledge and raise your self-esteem by taking and passing the exams. You may also obtain college credit and, according to the latest survey from OfficeTeam, get up to a 7 percent increase in salary.

Come and hear from one of our own, Laura Polido, CAP, and our chapter's recording secretary. She will speak from her personal experience on how she's survived taking the certification exams from IAAP and offer up her tried and true study practices. If you've ever considered taking the exams, come prepared with your questions. *(recertification point applied for)*

About the speaker:

Laura has over 20 years experience in the administrative field, and is a third generation administrative assistant.



Laura studied at Sanford Brown College in St. Louis, Missouri and upon graduation from their nine-month secretarial program was hired by the school as their new receptionist. After being downsized from the college, She worked for GenCare Health Systems as administrative assistant to the Head of Provider Relations. It was at this time that she met, married her husband, and ultimately moved to the Chicago area. Laura was introduced to IAAP and the Golden Corridor when she started with Zurich North America, became a member of IAAP in May 2003 and has been very proud of her affiliation with the chapter. In November of 2010 Laura sat for the Certified Professional Secretary exams (now CAP), and to her amazement, passed! She was scheduled to take the Organizational Management portion in May of 2012, but due to unfortunate circumstances, she did not make it to the exam. She has since re-registered for November 2012 and plans to pass that part as well.

Laura lives in Carol Stream with her husband of 17 years, and enjoys playing games with her son, taking her daughter to karate events and volunteering at her church.

Time: 05:30 pm networking
06:00 pm dinner
07:00 pm program

Make your reservation
 (and bring a friend)
 online or by contacting
Ann Kuhlmann
 treasurer@iaap-goldencorridor.org
 (phone 847-758-9879)

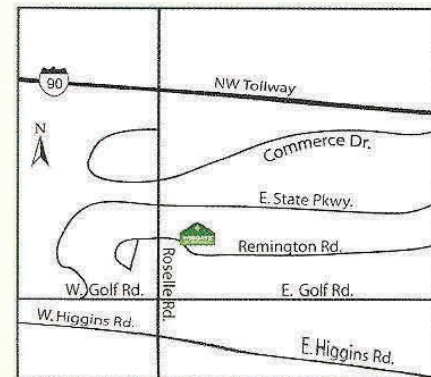
Chapter meeting menu for June 21: BBQ Delight (mini sandwiches-pulled pork & pub burgers)

Remember your canned goods for our community service project

WE ARE AT A NEW LOCATION!

Wingate by Wyndham
 50 Remington Road
 Schaumburg, IL 60173

*North of Golf Rd. on Roselle Rd.
 to
 Remington Drive. Go east on
 Remington to Wingate*



Our partners...



A short business meeting follows dinner.

For meeting agenda, menu, chapter newsletters, as well as online registration, visit the Golden Corridor website at:

www.iaap-goldencorridor.org