

## What our members have to say about IAAP

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“Participating in IAAP-OTC made me fully aware that being an administrative professional, whatever your official title may be, is not just a job but it is indeed a career! It is great to meet and exchange ideas with other knowledgeable and experienced professionals.”

Heidi Tate  
Member since January '97

“The Oregon Trail Chapter encouraged me to expand my qualifications. They provided study materials and support to help me obtain my CPS and CAP certification. Working for a non-profit, I would not have done it on my own.”

Karen Black CPS/CAP  
Member since June '08

“The programs offered by IAAP-OTC keep me coming back for more. I always learn something new and valuable. The connections I have made with other administrative professionals are priceless.”

Brenda Hinau  
Member since May '07



# POWER of Commitment

## Oregon Trail Chapter

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**IAAP**

[www.iaap-otc.org](http://www.iaap-otc.org)



International Association of  
Administrative Professionals®

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## Oregon Trail Chapter

## Program Schedule

2009 - 2010

# Meetings and Educational Programs

**ALL ARE WELCOME!**

## Agenda

5:30 p.m. – Networking

6:00 p.m. – Dinner

7:00 p.m. – Program

## Location

Elephants Delicatessen  
Garden Room  
115 N. W. 22<sup>nd</sup> Avenue  
(at Burnside Avenue)  
Portland

## Cost

Non-members \$30

Members \$25

Program only \$5

**Reservations required online at:**

[www.iaap-otc.org](http://www.iaap-otc.org)

Registration or cancellation is due by 5:00 p.m. the Friday prior to the meeting.

For questions regarding reservations please contact Theresa Sullivan at

[theresa.a.sullivan@co.multnomah.or.us](mailto:theresa.a.sullivan@co.multnomah.or.us)

Please join us. We look forward to meeting you!

## 2009-2010 Program Schedule

### September 9

How To Make An Impact With Your Resume  
Jessy Culp, Division Director  
Office Team

### October 14

"I will not be denied!" – Your Professional Attitude at Its Best!  
Sanalli Phelps  
Call Center Manager and Trainer  
AAA Oregon

### November 11

Green It Up – Sustainability Ideas For Your Office  
Chase Granger  
Business Development Executive  
Office Max

### January 13

How to Interview Like a Pro!  
Cathy McDonald, Branch Manager  
Robert Half International

### February 10

Surviving After Corporate Downsizing And Job Elimination  
Deborah Zwerling  
Sales & Account Manager  
One CreditSource.com

### March 10

Here's to Your Health!  
Work Related Stress and How It Can Effect Us  
Pam Rathbone, Whcnp PC

### April 14

Social Networking – Using Twitter, LinkedIn And Others  
Chad Meek, Account Executive  
Robert Half Technology

Executive Night

### May 12

A Diamond in the Rough?!  
Guest Speaker  
Fred Meyer Jewelers

### June 9

Chapter meeting and swearing in of new board.

**In addition to our programs members are also eligible for additional training sessions and educational opportunities at other division and international meetings.**