

NOVEMBER

2008



IAAP

JACKSONVILLE-ONSLOW-LEJEUNE

**Chapter of the International Association
of Administrative Professionals**

Jacksonville, North Carolina

“Lighting the Pathways for Professional Growth”



WWW.IAAP-JOL.ORG





POB 847
 Jacksonville, NC 28541
 E-mail: info@iaap-jol.org
 Website: <http://www.iaap-jol.org>

Lighthouse News

NCD's 2005-06 Chapter Newsletter Award Winner
NCD's 2004-05 Chapter Newsletter Award Winner



"Lighting the pathways for professional growth"

Jacksonville-Onslow-Lejeune Chapter
of the
International Association of Administrative Professionals®

November 2008
 Volume 5, Issue 11
 Alana Daniels, Editor

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For more meeting dates and Chapter information, visit our website: www.JOL-IAAP.org

Points of Interests

The JOL Chapter meets the second Thursday of each month, 5:30 pm -7:00 pm, Marine Federal Credit Union (MFCU), 4180 Western Blvd. Extension (rear entrance).

Your input is welcome. Please send comments, suggestions, news items, and articles to: info@IAAP-JOL.org

JOL Chapter welcomes all administrative professionals to Chapter meetings

Calendar of Events

November

- 7th & 8th—CPS/CAP Exam
- 13th—JOL Anniversary Celebration Featured Speaker: Kelly Korney, Onslow County Home Health & Hospice—"Involvement Through Hospice Volunteering"
- 15th—"Rise to the Challenge" Meeting, Morganton, NC
- 24th—JOL Executive Board Mtg

December

- 11th—Navigating the IAAP Website. Presenters: Norma Bain CPS & Deb Forney
Bring a donation for Christmas Cheer & an ornament for the Chinese Auction.



November 13th will mark the 4th year of the JOL Chapter. Come help us celebrate!!!

Your Organization Needs... YOU !!!

"Joining together is a beginning, staying together is progress, working together is success!" - Henry Ford

The JOL Chapter currently has eight committees however not all are contiguously active. Each committee has a chairperson or co-chairpersons. For continuity purposes members are expected to serve at least a year from July to June. JOL's current committees are:

- Bylaws and Standing Rules
- Nomination
- Media/Newsletter/Website
- Membership
- Program
- Ways and Means
- CPS®/CAP® Service & Education
- Budget



Beth Jones, ITS Specialist

"FrontPage"

When prospective administrative assistants visit our Web site, we have about six seconds to make an impression. To keep visitors engaged, we need to make sure that our Web site clearly highlights our Chapter and what IAAP is all about. Beth Jones, City of Jacksonville ITS Specialist was our Featured Speaker at the October JOL Meeting. She gave everyone a beginner level tutorial PowerPoint presentation on using FrontPage. She introduced us to the basics of the FrontPage screen layout and covered simple formatting, creating a web, hyperlinks, and a few other key topics. There's no need to hire an expensive Web developer to create and maintain our Web site. The JOL website uses Microsoft Office FrontPage to construct a site that is attractive, easy to navigate, and simple to maintain. We're always looking for new committee members. Call Alana Daniels.



COMING DOWN THE HOME STRETCH!

By Joan Burge

It's easy for us to be worn out in the 11th month of the year. But we're coming down the home stretch and we need to muster up every bit of energy we have to finish out the year on a high note. We have to give ourselves that last big push forward and then hopefully, we will relax the last two weeks of December. So what can you do this week?

- Regroup with yourself. Take some time to make a list of the projects you have that must be done before Thanksgiving. Then prioritize them.
- Take a close look at your personal calendar. What is going on the next 8 weeks? Anticipate what might need to be done and what you can get done in the next week or two so everything doesn't pile up at once.
- While I'm suggesting you project out to the next several weeks, once done, focus on today.
- Don't take on more than you can feasibly accomplish the rest of the year. Stress tends to compound for people as the holidays approach.
- Take time out for yourself. Do something that is fun and that you want to do. Spend time with family. Go to the spa or on a quick camping getaway. Go to the park and enjoy the leaves turning color.
- Mentally gear up.
- Delegate. Get family members involved in chores and planning fun activities.



Word Pair of the Month: Compliment, Complement

Both words may be used either as verbs or as nouns and can also take on an adjective form.

As a verb, **compliment** means "to give praise."

*She **complimented** him on his presentation in a roundabout way.*

As a noun, it refers to the praise itself.

*It was as sincere a **compliment** as she was capable of.*

As an adjective, the word means "free."

***Complimentary** pens were handed out to celebrate the event.*

As a verb, **complement** means "to complete or go well with."

*The fanciful decor used throughout the office **complemented** the creative atmosphere.*

As a noun, the word refers to "something that completes or makes perfect."

*His honesty was a pleasant **complement** to his engaging personality.*

As an adjective, it means "forming a complement or completing."

***Complementary** talents ensured the business partners' success. Reprinted from the December issue of *etips* @upwritepress.com*

November/December Birthdays/Anniversaries

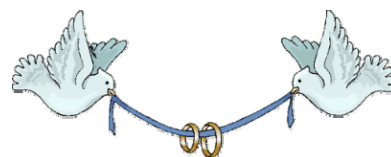
Birthdays



Donna West-11/15
Vickie Strause - 11/18
Norma Bain - 12/4

Anniversaries:

Miriam Appleton - 11/1972
Deb Forney - 12/1973



How Your Virtual Identity Can Affect Your Career

Provided by the career experts at OFFICETEAM

With the rapid growth of the Internet, more and more professionals are leading a “second life” online. But your activities in this alternate universe may have lingering effects in the real one, especially if you are looking for a new job. Many employers now search online for information about prospective hires. And some have even chosen not to hire someone based on what they discovered in their web searches. But employers aren’t just looking for red flags. They also are seeking evidence that a potential new hire is invested in the administrative profession through participation in trade associations, industry blogs or message boards. Following are some tips for creating a positive digital footprint:

- **Stack the deck in your favor.** Websites such as ZoomInfo.com allow you to post positive information about yourself, ensuring that online sleuths see your best side. Consider including details about your professional accomplishments, qualifications and industry involvement on these types of forums.
- **Make the most of social networking sites.** LinkedIn.com and other online networking sites are good venues for learning about job openings and making new contacts. But be selective about who you allow into your network. Prospective employers who have access to your contact list may get in touch with these professionals during a reference check.
- **Share your insights.** Posting your comments on industry forums or authoring online articles in your area of expertise is a smart way to reinforce your professional reputation.
- **Create your own website.** You can bolster your online presence with a personal site that contains links to articles administrative professionals might find interesting and information about your skills and achievements.

- **Be prepared to explain.** If there is unflattering information about you online that you cannot remove, be prepared to offer an explanation to employers who might inquire about it. Keep in mind that your online activities can often become public, and search engines make it quick and easy for others to learn about you. If you want to make a good impression in the real world, build your virtual reputation on solid ground.

OfficeTeam is the world’s leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com. For more information, call 1-800-804-8367.



**Everyone’s Vote Counts.
Get out there and Vote on Tuesday,
November 4th for the candidate of your choice.**





Right to left: Pam McIntosh, Norma Bain CPS/CAP, Deb Forney, Donna West, JOL President

Rise to the Challenge Meeting Goldsboro, October 18, 2008

Pictured above are members of JOL who attended the meeting. Everyone enjoyed the meeting and learned many new things. This picture was taken during the lunch at the Mexican Restaurant. Shirley S. Kiziah CPS/CAP, NCD President-Elect and the other JOL members.



JOL Offers Newsletter Advertising Space

for a Mere Pittance
Your Camera Ready
Business Card Ad,
Logo or Artwork

Business Card Sized
\$25 per month
Quarter Page Sized
\$50 per month
Half Page Sized
\$75 per month
Full Page Sized
\$100 per month

You Can Be Successful When Speaking Before An Audience!

All speeches/presentations have three basic parts:

1. **Introduction/Beginning**-Know why the audience is there and let them know what you plan to share. Grab their attention with your opening (e.g.- introduce yourself, share something related to your presentation or to the audience.)
2. **Middle**- This is the meat of your presentation. Clarity, simplicity, and pacing are important.
3. **Closing**-Reinstate the key points, develop a nice conclusion.

Five tips for being successful

1. Know Your Material
2. Wardrobe –Dress appropriately for the audience, business attire is always safe.
3. Appearance/hygiene (ladies -wear a little makeup/ lipstick; men-be sure to shave). You want to look like you are in command of the audience.
4. Add a little humor to your presentation.
5. Be comfortable and speak with conviction.

Congratulations Microsoft Word 2007 Certified



On October 7, 2008 Nancy Ortiz passed the Microsoft Certified Application Specialist in Word 2007 exam. Her Certification clearly shows her demonstrated proficiency in 2007 Microsoft Office and she joins a global community of distinguished achievers

Officers 2008 - 2009

President
Donna West
Onslow County Health Department

Vice-President
Janet Tucker
Marine Federal Credit Union

Treasurer
Karen Beblo
Marine Federal Credit Union

Secretary
Melinda Ward
City of Jacksonville

Committee Chairpersons

By-Laws & Standing Rules

Norma Bain, CPS/CAP
Jones-Onslow Electric Membership Corporation

CPS®/CAP® Service and Education

Miriam Appleton CPS
Campbell University

Media/Newsletter/Website

Alana Daniels
Creative Resources, The Virtual Admin Office, LLC

Membership Committee

Debra Forney
City of Jacksonville

Program Committee

Kathy Zerba
MCAS

Ways and Means Committee

Janet Tucker
Marine Federal Credit Union



Meets **Second Thursday** Each Month
Marine Federal Credit Union
4180 Western Blvd., Extension (*Rear Entrance*)
Jacksonville, NC

5:30 pm – 5:45 pm (networking)
5:45 pm – 7:00 pm (education/Chapter business)

Benefits of attending include

- Tips and techniques to apply immediately
- Increased credibility
- Get an edge on others
- Stay on top of your profession
- Become visible to others
- Networking with other administrative professionals in our area

What you will learn

- How membership in IAAP® can enhance your career
- How others in your profession deal with work stresses
- Resources to assist in continuing education
- What CPS and CAP stand for and what attaining this distinction can do for you
- Future activities to develop and sustain the JOL Chapter
- How to join this professional organization

Who may attend

All administrative staff including:

- Administrative Assistants
- Customer Service Representatives
- Technical Support Personnel
- Financial Systems Support Staff
- Business Educators and Students
- Data Entry Specialists
- A newly relocated member
- A member at large
- Anyone who just wants to know what the association is all about

If you would like to join us at our next meeting, please contact the Membership Committee by e-mail at membership@iaap-jol.org or call (910) 938-5221.

A JOL chapter member will gladly contact you with more information and welcome you to your first meeting.



**International Association of
Administrative Professionals®**

www.iaap-hq.org
www.iaap-nc.org
www.iaap-jol.org

Certify Your Credibility

Future CPS®/CAP® Exam

<u>Exam Dates</u>	<u>Application Deadline</u>
5/1-2/09	02/15/09
11/6-7/09	08/15/09

Part 4 of the CAP exam is administered on Friday afternoon, Parts 1-3 of the CPS and CAP exams are administered on Saturday.