



International Association of
Administrative Professionals®

CITRUS VALLEY INSIGHT



Volume 18, Issue 58

September 2011



**Citrus Valley Chapter
California Division IAAP®**

IAAP's® Vision:
*To inspire and equip all
administrative professionals
to attain excellence.*

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President's Message:

How has the role of "happenstance" moved your professional life and career? One might call it serendipity, destiny, luck or providence [I prefer this last one] but each of us experiences events which ultimately shape our lives, even though we didn't plan them. The author, John Krumboltz, has studied how people make career decisions. In his book, *Luck Is No Accident*, he uses this term, "planned happenstance". Although we cannot plan our careers every step of the way, he notes, we need to take advantage of unplanned events, hence a *planned happenstance*. What he cites as crucial is viewing these unpredictable events or factors as opportunities rather than ignoring or discarding them.

None of us can sit back and wait for the sky to open and the rainbow to direct us to the pot o' gold with our name emblazed thereon. However, when we look at others' careers or jobs have we considered the hard work they dedicated to their success? We can be open to unexpected twists and turns, which could be the detour to get where we want in the first place.

If you are reading this newsletter, attending Citrus Valley meetings or IAAP® events, and hob-knobbing with colleagues about career interests and desires, you are creating *planned happenstance* opportunities. I am pleased to be part of this unpredictable journey with you—who knows where it will lead.

Let me encourage you to move forward with the twists of the journey and participate in our Professional Development Day, Saturday, October 1st, at the Crowne Plaza Hotel, Irvine (www.iaapmcs.com). Be sure to be at our chapter meeting on October 4th, and then venture out for the Professional Development & Networking Forum (So. California) October 15th. These factors might play into your *planned happenstances*. Embrace them and set yourself up successfully with IAAP®.

See you soon.

Ellen

Ellen Schultz, CAP

REMINDERS:

Next Citrus Valley Meeting will be October 4, 2011 at Marie Callender's

Multi-Chapter Symposium Event will be Saturday October 1, 2011 at the Crowne Plaza in Irvine.

Professional Development Seminar will be October 15, 2011 at Ayres Hotel in Chino Hills

Citrus Valley Chapter...Helping Administrative Professionals discover their personal and professional potential.



SPOTLIGHT.....



This is a special section devoted to Incoming New members and Existing Members from IAAP®

.....Featuring Dawn McCollum, CAP

Dawn is one of our CVC members who has been searching for full-time employment for 1 1/2 years. Like most of us she had been working full time at her last job for 7 years and was the Sr. Administrative Assistant in the Regents Mfg Department at Beckman Coulter. She worked on several projects at her company including a highly confidential information team that gave her the opportunity to learn several important applications such as SharePoint. Dawn liked helping her team manager and department look good to the other departments. She felt proud to add value to the team's overall mission. Enjoying the teamwork atmosphere, Dawn liked and gravitated toward becoming an Administrative Assistant. Her current career goal is to secure another Administrative Professional job with great people in a clean and friendly atmosphere. Dawn, to her credit, has obtained the certification of CAP and that helps her stand out in her current job search among many applicants. As she continues to look for employment, she always has the brightest and most positive attitude. In addition to her job search, her other hobbies include entertaining and going on vacations with her family and friends.



Spotlight on Dawn McCollum

Stay tuned for what is upcoming in our October Newsletter..... hint highlights from the 35th annual MCS Professional Development Day October 1st!

SOS (Share our Solutions)

Here is this months dilemma:

A company that is doing business locally just decided to move out of the state of California. What this means is that about 30 or more people will lose their jobs. Is there an effective way to deal with the loss of jobs that is so prevalent at this time?

Editor 's Note—

Is there a situation that you would like to talk about in this section? Email the Editor with comments, suggestions or other information that you would like to see at kathy_trcopan@cuc.claremont.edu (all of last month 's responses were from non CVC members).

CVC Board Members for our 2011-2012 year:

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<http://theofficeprofessional.com/op-sept-11-dlissue082511>

Special thanks to “The Office Professional” newsletter for the shout out to IAAP® in their September 2011 issue, page 5, under Associations for Office Professionals. They lead with the idea that it is beneficial to belong to a professional association and then mention a few organizations worth looking into. IAAP® is the first organization listed in their column and here is what they say about our organization:

“This association was established in 1942 for administrative workers in all fields and offers a certification program recognized throughout North America. IAAP holds several conferences each year, publishes articles and publications on relevant topics such as salary information and job descriptions, and fosters connections to colleagues and chapters in your state or city.” The link to their newsletter is at the top—take a look at the rest of the informative topics in their newsletter. Thanks to Ellen, our President, for sharing this link!

Clara Barton, founder of the American Red Cross, rode mule wagons and worked as a nurse during the Spanish-American War at the age of seventy-seven.



"It's never too late to become the person you always wanted to be." submitted by Suzanne Sutherland

CELL PHONE TIPS

Are you a cell phone talker, texter, tweeter, chatter, fb fan, emailer, youtube freak or site surfer? Always wondering why your battery life is shorter now than it was when you first got your new device? Well here are some tips on what you can do to help lengthen the battery life to your cell and other mobile devices.

1. Keep devices with lithium-ion batteries away from heat as excessive temperatures can damage the cells. Never leave them in hot vehicles or near heat sources like radiators.
2. Place a cooling platform, known as a "chill pad" that pulls heat with fans, under laptops when operating for prolonged periods. If you run the laptop on AC for extensive periods, removing the battery is an option.
3. Discharge lithium-ion batteries completely once every 30 charges, with frequent, partial recharges in between. This is especially important for batteries used in a device with a "fuel gauge," such as a laptop or mobile phone, to keep the gauge calibrated.
4. Store the lithium-ion batteries in a cool place such as a refrigerator (never the freezer) with approximately a 40 percent charge if it will not be used for extended periods of time

Lithium-ion batteries are designed for high-use portable devices such as cell phones that require constant recharging and are designed to last for years, through hundreds of recharge cycles. Unlike older nickel-cadmium batteries, lithium-ion batteries do not have a memory, so they are not damaged by partial recharges and work best when frequent, full discharges are avoided. For longevity, the best way to maintain lithium-ion batteries is by not exposing them to excessive heat and maintaining a proper recharge cycle

Cell phone tips provided by Rose Hernandez, CVC Member





IAAP® CITRUS VALLEY CHAPTER MEETING DATES

October 4, 2011

November 1, 2011

December 6, 2011

January 3, 2012

February 7, 2012

March 6, 2012

April 3, 2012

May 1, 2012

June 5, 2012

MEETING LOCATION

Marie Callender's
1560 Albatross Road
City of Industry 91748

RSVP by Saturday prior to
meeting
Peggy Wall

CVC Treasurer

Cell: 626.437.3195

cvcreervations@verizon.net

OTHER IAAP® EVENTS

SAT October 1, 2011

35th Professional Develop-
ment Day @ Crown Plaza
Hotel, Irvine, CA

October 9-12, 2011

Fall Conference,
San Diego, CA

June 8-10, 2012

60th Annual Meeting
San Mateo CA

July 22-25, 2012

Intl EFAM—Grapevine, TX

EDITOR'S "E"NSIGHT:

REMEMBERING 9-11

*Are there any more words that can describe the moments in time for us on September 11, 2001?
Here are remembrances of that day:*

Getting ready for work, and watched the local west coast news for the traffic report . See the World Trade Center on fire and then the plane hit the other WTC building. Left in shock, listened to the radio accounts all the way to a training class in Irvine, CA. Training canceled after an hour—one person calls his Aunt who works in one of the Towers—**she** made it out safe. Called a client who was purchasing a house—not sure about what would happen now with the loan documents—learned that he was supposed to be on the plane that crashed into the Pentagon—**he** had missed the flight. A friend was waiting for another friend to come into Orange County—he had just moved his family back to a "safe" neighborhood in the North East and he was on his way back to CA to pick up his dog—**his** plane crashed into the Pentagon. Finally receive a call from family, an Uncle who is an Engineer—his company was on floor 2 he knew many of the people who worked in the WTC buildings due to his job—was in both towers on all floors everyday—**he** just so happened to be on Stanton Island September 11, 2001...

Hope you all had a nice Labor Day, while some of us had to work—it is nice to be able to celebrate and recognize the "Labor" force and be appreciated for all that we do. Wishing you all the very best of success in your field of "Labor" and hope that those of us who are or who have been out of work will find our place in the "Labor" market again soon. Belonging to IAAP® is a helpful support system for us all—nice to know that we have people that we can rely on and that will help us through any and all difficult times. Encourage one another and look out for your other Citrus Valley Chapter members. Let's all band together and make our Chapter the very best it can be.

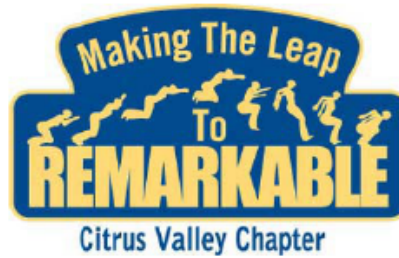


Kathy Trcopan
IAAP Member
Citrus Valley Insight Editor

Contributors to this issue—Ellen Schultz, CAP—President's Message and The Office Professional info, page 1 and 3 respectively, Rose Hernandez, cell phone tips and Suzanne Sutherland, quote

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email: kathy_trcopan@cuc.claremont.edu.....Bus. Phone 909.621-8045

Thank You!!



Tuesday, October 4, 2011

James Rodriguez
Staffing Manager, Office Team

**"Current Job Market,
and Resume' Tips"**

Citrus Valley Chapter Meeting

Learn About:

Like the Economy: An Up and Down Job Market

- Market Yourself
- Trends
- Future jobs
- Education, etc.

Resume' Writing Tips

- What to include
- What not to include
- Customize for each job and more...
- Keep it updated

Location: Marie Callender's Restaurant
(directions below)
1560 Albatross Road
City of Industry, CA 91748
(626) 964-1094

Networking/Check-in: 6:00 pm

Introductions: 6:30 pm

Dinner Choices: Gorgonzola, Pecan, Field Greens w/Chicken Salad **or** Home Style Meatloaf **or** Soup & Salad Bar

Registration: CVC Members: \$23 Visitors: \$25
(Please make checks payable to IAAP) **\$10.00 24-Hr No Cancellation / No Show Fee**

Reservations: Please RSVP by Saturday, 10/1/2011
Peggy Wall peggya.wall@verizon.net 626-437-3195



Directions from the East towards Los Angeles:

- ▶ Take the Pomona Freeway (60) to the Azusa Avenue exit. **Adult Beverage not included in above price.**
- ▶ Turn left (south) over the freeway past the Puente Hills Mall.
- ▶ At the 3rd signal turn left on Colima Road.
- ▶ Turn left at the next signal, which is Albatross Road. Marie Callender's will be on your right, about 1/2 block down (after you cross Almahurst).
- ▶ The Banquet Room is located on the immediate right as you enter Marie Callender's Restaurant.