



International Association of  
Administrative Professionals®  
Northern Virginia Chapter

## Northern Virginia –IAAP Newsbeat

April/May 2011  
Issue 6 – Volume 1

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#### Endurance:

*"A man may die,  
nations may rise  
and fall, but an  
idea lives on. Ideas  
have endurance  
without death."*

John F. Kennedy

**PASSION &  
PURPOSE**  
NORTHERN VIRGINIA CHAPTER

### From the President's Desk

*René Jarrett*

Another year in the International Association of Administrative Professionals is coming to an end. At the same time, the Northern Virginia Chapter has completed its first year in existence, but the chapter is just getting started.

As we look back at our first year, there were triumphs and set-backs, but we endured, and because of that we have a great out-look for the chapter's future. We chartered on March 9, 2010 with sixteen members and grew to thirty-nine within the year. As we approached the end of our first year, we lost a few members who for one reason or another chose not to renew. However, as some left – others joined and at this point our membership roster is looking pretty good.

What keeps a chapter strong? I believe that first of all, there has to be commitment – not just from the leadership but each member must realize that they are crucial to the chapter's success. This means making the sacrifice to attend at least a few of the meetings throughout the year. Why become a part of a professional association if you have no desire to improve your professional image?

The IAAP was created for *Career Minded Administrative Professionals*. The Northern Virginia Chapter was formed to help change the perception of Administrative Professionals in our area. This is why we organized networking events for members and non-members that included; *Emotional Intelligence*, *Defining Administrative Excellence – an Executive Panel Discussion*, *Ten Steps to Getting Promoted*, and *Communicating with Confidence* – from a Toastmaster's point of view.

Our chapter is a family of friends. We recognize and celebrate accomplishments. Three of our members just took the May certification exams and we are so proud of them. Our current CAPs have expressed the willingness to assist others who desire to sit for the November exams. When one of us wins – we all win.

At this point, we are on the mark and ready to go forward. We foresee even more growth in quality and quantity; so, if you thought last year's program was good, just wait and see what's coming!

Northern Virginia Chapter - IAAP APW - 2011

APW Speakers from left to right:  
 Stephanie Dougherty - KPMG  
 Nina Asikin - Argy, Wiltsie & Robinson PC



Right to Left: The Networking Hour at AVE Dulles  
 Upper Right: Carolyn Thompson - Executive Recruiter - Dixon Hughes Goodman  
 Lower Right: Division V/WV President - Mary Jane Surina



Left to Right: Northern VA Chapter President - Rene Jarrett pins Robin Pergament - VP  
 Middle: Angela Mason and Pania Butcher - KPMG  
 Right: Allyson Walker - U2 Can Speak Toastmasters



Christy Keith (host) networks with a guest

Carmen Knipping (Freddie Mac), Robin Pergament, Valerie Butler (Compusearch), Bonnie Welsh

Left to Right  
 Haley Lucas (Office team - IAAP Sponsor) talks to Rene Jarrett  
 Valerie and Christine Chevitano  
 Grab a bite to eat.

**Administrative Professionals Week - 2011**

Networking  
 Sharing  
 Learning  
 Laughing  
 Eating  
 Drinking

## Northern Virginia Chapter - IAAP Administrative Professionals Week Events

Administrative Professionals from Maryland, Fredericksburg, Tysons Corner, Fairfax, Herndon, Centreville, Sterling, and Ashburn networked with members of the Northern Virginia Chapter to celebrate Administrative Professionals week. The chapter held two events – one at Argy, Wiltse, & Robinson, P.C in Tysons Corner, and the other at AVE Dulles, Herndon Virginia.

“I really enjoyed the events,” said Guadalupe Sierra, They were very well organized, I enjoyed the other admins, and I learned good tips.

On Monday, April 25, Stephanie Dougherty, Assistant Director at KPMG, was the first scheduled speaker to help launch the chapter’s APW events. Stephanie discussed what a Big Four company looks for in a résumé. She said that it is crucial that the admins have the skills required to partner with the Partners that they support. Stephanie explained that the title is not as important as the skills and accomplishments.

“KPMG has limited titles for admins,” said Stephanie. “I want to see progressive experience. I need to see in the résumé that the person has successfully seen projects through from start to finish and have identified areas for process improvement for their groups.”

After several questions for Stephanie, Executive Coach Carolyn Thompson, from Dixon, Hughes, and Goodman gave the featured presentation on *Ten Secrets to Getting Promoted*. Carolyn is also an author of three books, one of which was the title of her presentation.

“Promotion is a privilege, not a right,” said Carolyn. She also said that requests for advancement opportunities should be made during performance reviews. “Ask, don’t demand,” advised Carolyn. “Don’t be disappointed if you don’t get the promotion. Companies often hire candidates from other companies to get a fresh perspective.” Carolyn concurred with Stephanie, She asked, “Are you looking for a title, more responsibility, or do you just want a raise?” For those who are not satisfied with their job, Carolyn suggested, “In life one must always know when it is time to move on.”

The final speaker of the evening was Nini Asikin who is a Recruitment Manager at Argy. Nini talked about how to dress for an interview.

“Always look in the mirror to make sure your face is clean,” Nini said. She also advised that the interviewee not show up more than fifteen minutes early. She said that if you arrive early because you need extra travel time, it might be a good idea to wait in the car until ten minutes before the scheduled interview.

Nini said that whether you are in the office for an interview or there to do your job, you should wear appropriate attire. “No flip-flops or jeans – not even on casual Fridays,” said Nini. “Your skirts should not be too short and your tops should not be too low.” She also said that you should not wear more than five pieces of jewelry; for instance a watch, ring, necklace, and earrings, and you should get rid of the fancy nails.

Nini advised that candidates should not only be concerned about personal appearance, but they should also be mindful of the image they present on electronic media. “Yes, some recruiters do look on Facebook to get information about candidates,” said Nini. On the other hand, she said it is important to have a profile on Linked-in. She said, “Your profile will not only show positive information about you, but it will also show the recruiter that you are familiar with technology.”

(Continued on page 4)

## Northern Virginia Chapter – IAAP Administrative Professionals Week Events (Cont'd)



On Administrative Professionals Day, about thirty Administrative Professionals braved severe thunder storms to make their way to AVE Dulles.

“The speaker was a real treat,” said Pania Butcher who had to travel to Maryland after the event. “She was direct and kept her dialogue moving. She left a lasting impression, said Pania.

Allyson Walker from U-2 Can Speak Toastmasters was the guest speaker of the evening. She spoke with poise and eloquence. Allyson had prepared her speech on paper but did not refer to the written speech once. She did not even stand next to the podium where the speech was located.

“Knowledge and practice build confidence,” said Allyson. She said that speakers should organize their material in an order that makes things easy to remember. She also advised reading well written books. “I just finished reading *The Bridge to Terebithia*, by Katherine Paterson,” she said. Allyson also recommended learning one new word a week. When she finished her speech she received much applause followed by a series of questions. Others, who had comments after Allyson’s speech were self-conscious about the phrases they used; “Uh...um...like...you know.”

Northern Virginia Chapter charter member, Christina Chevitanondr CAP, said, “I really enjoyed the program “Communicating with Confidence.” It was a great turn out, it was informative and gave us more opportunities to network and meet other professionals. I am definitely more conscious when I speak in front of a group.

Christy Keith and the management at Argy, and Sylvia Secondo and her staff at AVE were gracious hosts. They provided plenty of good food, drink, and comfortable facilities. The Northern Virginia Chapter is blessed to have so many connections to great resources through its members. Keep checking this website for the next big networking opportunity which will be sometime in September!

Special Accolades to  
Outgoing Division President Mary Surina, CPS/CAP  
For her continuous support to the  
Northern Virginia Chapter  
Thank you MJ for coming to several of our events



One way to show we appreciate Mary is by attending the Virginia W/V Annual Meeting in Fredericksburg, June 17 - 19  
Hope to see you there!

## **Boss Shopping Business Partnership vs Just a Job**

By Susan Powell

(Susan is one of the newest members of the Northern Virginia Chapter)



We've all been there; some of us more often than we care to admit. I'm referring to the all-important job interview. There we are, in our most polished appearance, donned in our best suit, and ready to extol our professional prowess to impress the potential boss and ultimately win the day! We are the ideal candidate, but what about the boss?

Let's face it; we spend a majority of our week at work, in a largely one-on-one business environment, moving expertly within and around one leader's professional style and personality. That connection is important...to BOTH parties.

When a professional relationship based on mutual respect flourishes, the office runs like a well-oiled machine, and productivity thrives. The right professional pairing between boss and assistant causes a ripple effect of positivity and efficiency. That was my priority. That's why, the last time I willingly catapulted myself into the job-hunting jungle, I went "Boss Shopping." After over 15 years in the "secretarial arts," it was time for me to not only find the right job, but to secure the right connection.

I was looking for a true business partnership; not just a job or a form of indentured servitude. As a capable and naturally nurturing executive assistant, I am at my best when I work for and with a reasonable human being who leads by respectful example. I was tired of working for Mr. & Mrs. Ego and all of his/her relatives, so I set out to find the almost perfect boss. The key to this endeavor was to skillfully craft my questions to the interviewer, in order to reveal aspects of his/her personality, so I could see if we'd be a good match. I approached it as if I was my own personal business match-maker. After a short while into my most recent job interview, the interviewer asked me why I was looking for a job. I looked him right in the eyes, and replied honestly, "I'm boss shopping, to be perfectly honest with you." I told him that I was smart, capable, and possessed an ardent work ethic, and that I needed to partner with a supervisor who valued those qualities, and appreciated a certain respectful amount of pro-active competence. If these qualities were valued and utilized, I could make the boss truly shine for his team and his superiors. I got the job!

Through a lifetime of different professional experiences, I identified my work priorities, and set about to find the almost perfect boss who understood them. I took a bold chance, but it paid off in the end...and I'm still here...and I love my job!

## Getting to Know Our Members

### Valerie Butler, CAP



Valerie Butler, CAP is part of the history of the Northern Virginia Chapter. She was the first member to be pinned by an officer of the chapter. Since Valerie earned her credentials, she is always more than willing to give advice to others who desire to take the certification exam.

“The tests are very intense,” said Valerie. “Someone said it was like sitting through a CPA exam. On the day of my exam, I met someone who had studied three years with a mentor. For me, it took several months of preparation. I found that I knew a lot of material based on my work experience.”

Valerie said that she does not advise anyone to take the exam without studying the recommended material. However, she said that work experience does help. “I have been a clerk, a supervisor, and a staff and budget manager,” said Valerie. “I found that I knew a lot of material based on my experience. I had not thought I knew anything so I was surprised when I passed on the first try!” Valerie said that if she had not passed, she would have persevered until she did.

“I wanted to prove to myself that I could pass,” said Valerie. “I took many college classes and other types of training over my lifetime but I never completed college. I think people are unique and everyone doesn’t need a degree. My path did not lead me to pursue one, but I felt that as long as I was in the administrative field, I should be certified. I also wanted to show that my brain cells still work.”

Valerie is used to a good challenge. She said, “I love to manage the office. I order supplies, make minor repairs, report troubles to the property manager, schedule meetings, manage calendars, and provide catering for boards and executive meetings – planned and unplanned. I enjoy the variety of work and I like to help others.” Valerie has supported two CEOs over the past year and their respect for her was obvious because both attended a chapter event. One was at the chapter’s charter ceremony and the other appeared on an executive panel.

Regardless of Valerie’s commitment to her job, she balances her work life. She loves to spend time with her three grown sons; Earl, Rob, and Matthew. She also has five grandchildren and one great grandchild. Valerie has been traveling back and forth to New Jersey to care for her mother over the past year, but her mother passed away in February.

In addition to spending time with family, Valerie volunteers at her church. “I call visitors who attend our church services,” she said. “I enjoy speaking to people I normally would not meet. It’s interesting how people will open up to you if they think you are interested.” Valerie said that she is also a volunteer for SERVE – a Virginia Family Services organization. One might wonder how she still has time to read, work in the yard, and shop on the QVC channel.

Valerie is also dedicated to the Northern Virginia Chapter. She said, “I like that we have a chapter in this area. I also like that we have a president and members who are committed to growing our chapter. It’s exciting to meet people in your work field and to share ideas and support each other. I look forward to experiencing more events like the ones we had for Administrative Professionals Week.”

Valerie’s advice to Administrative Professionals is, “If you chose to be an admin, then you should be the best admin you can be. You should also obtain all the credentials you can. This will show that you are committed to continued learning. You may not get an immediate pay increase, but it will make you more competitive in the long run.

## *International, Division, & Chapter Events*

### *Save the Dates*

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| <p><b><i>2011 Annual Meeting</i></b><br/><b><i>June 17-19, 2011</i></b><br/><b><i>Hosted by the Fredericksburg Chapter</i></b><br/><b><i>Hospitality House, Fredericksburg, VA</i></b><br/><b><i><u><a href="#">V/WV Annual Meeting Registration Form</a></u></i></b></p> | <p><b><i>EFAM 2011</i></b><br/><b><i>Educational Forum and Annual Meeting</i></b><br/><b><i>Montreal, Quebec, July 24-27, Montreal Convention Center</i></b><br/><br/><b><i>For more information go to</i></b><br/><br/><b><i><a href="http://www.iaap-hq.org/events/conferences/efam">http://www.iaap-hq.org/events/conferences/efam</a></i></b></p> |
| <p><b><i>Northern Virginia Chapter Annual Elections &amp; Business Meeting</i></b><br/><br/><b><i>June 14, 2010 – 5:45 – 7PM</i></b><br/><br/><b><i>Location to be determined</i></b><br/><br/><b><i>Chapter Members only</i></b></p>                                     | <p><b><i>Deadline: November certification exam registration</i></b><br/><b><i>Mon, 08/15/2011</i></b><br/><br/><b><i>Exam - November 4-5, 2011</i></b></p>  |

### **Job Opening**

**Operations Coordinator/WDC/McLean**

**[WWW.Resourcesglobal.com](http://WWW.Resourcesglobal.com)**

**Careers/Corporate Opportunities - listed by location. The job is also posted on LinkedIn on the IAAP Discussion Group.**

**Also, if your company has an entry-level position for Management Information Systems please contact [rjarrett@nva-iaap.com](mailto:rjarrett@nva-iaap.com)**