Administrative Professional Appreciation Day

A day of appreciation, education, food, fellowship and encouragement.

$30 per person
April 16, 2013 - 8:30 AM - 3:30 PM
Location: Der Dutchman
720 State Route 97W, Bellville, Ohio 44813
Exit 165, off I-71

8:30 - Registration and Getting Acquainted
- Continental Breakfast

8:45 - Warming our Hearts Darlene Murdoch

8:50 - “You is kind, you is smart. You is important.” - Excerpt from The Help

9:15 - How to Make People Think You’re Creative - Ryan Simmons

10:00 - Optional Break Time

10:15 - 35 Free or Cheap Design Resources - Ryan Simmons

11:30 - From A Pastor’s Perspective - Rev. Larry Nocella

12:00 - Lunch (included in your Registration Fee)

12:45 - Graphic Design Concepts for Beginners - Ryan Simmons

1:30 - Photoshop 101 / Microsoft Publisher 101 Basics - Ryan Simmons

2:00 - Yakety, Yak, Don’t talk back!
- Integrity in the Workplace - Darlene Murdoch

3:00 - Warming Our Hearts - Darlene Murdoch

3:30 - Heading for Home

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**Darlene Murdoch** - Darlene has over 20 years experience as a secretary. She serves as the Administrative Secretary to the Integrity and Privacy Officers as well as Legal Services at Mount Carmel Health System. Although she has not served in a church setting, she has experience with customer service and providing support to executives in a large hospital system as well as the corporate headquarters in Michigan. Integrity and confidentiality in the workplace is essential and a positive attitude and willing spirit is a must. She views her job as a gift -- as a ministry to serve Him.

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**Ryan Simmons** - Ryan is a 2006 graduate of Cedarville University, Ryan owns his own graphic and web design company called Numinous Productions (www.numinousmedia.com). Ryan got his start in design while working at Skyview Ranch, and says he “loves to share this information with others.”

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**Rev. Larry Nocella** – Pastor Nocella has pastored the Camden Baptist Church located in the environs of Wellington, Ohio for 18 ½ years, the last 12 ½ as senior pastor. During these 12 years, he has worked alongside Associate Pastor, Bill Kopas, and one secretary who has served consecutively for 15 years, as well as three and four other secretaries who have served for shorter periods of time. He has much to say about the importance of the staff with whom he works.
Sign Up

Motel – If Motel Room is desired, please add $25 per person, 3-4 in a room.

Mail to: Pat Warren - 360 College Hill Drive - Cedarville, OH 45314

Name/s:_________________________________________Church_____________________________________

Address:_________________________________________City:________________________________________

Phone: Home______________________Cell_____________________Amount Enclosed: _________________

E-mail Address:________________________________________Make checks payable to “OARBC”