

Meet your colleagues

6 profiles of administrative professionals in the field

by Williesha Morris



HEALTHCARE: Julie Ogorzalek, CAP

Julie Ogorzalek's executive assistant journey began when her daughter needed a ride to Montgomery Community College. But her daughter had a different idea.

"She said, 'Mom, you need to go to college.' I've been very grateful that I did it." This mother of three received her associate's degree in office procedures and computer applications and pushed forward.

She's now the EA to the president and vice president of patient care services at Greenville Hospital System's Memorial Medical Campus. She's gained more than 40 years of admin experience and successfully completed her CAP certification.

"Any time you study for something like this, you not only increase your knowledge base, you make yourself better," she said. "You learn new things."

The Philadelphia native's day-to-day activities include greeting officials and the general public, and keeping the organization's calendars. Her previous experience as an EMT has helped her with medical terminology.

Ogorzalek doesn't let the changing healthcare environment affect her personally. She maintains positive relationships with other admins, including one she recently replaced who is now in a different position.

"My feeling is we are a team, and we have to play well," she said. "I excel at being a team player and getting it done."



TRANSPORTATION: Kim Allen, CAP-OM

Powerful mentors and an education founded on Quaker ideals guided Kim Allen, CAP-OM to her current position as office manager of Syracuse-based Mohawk Global Logistics.

At the Buxton Prep boarding school in Massachusetts she lived and

worked in a community-style atmosphere. Students did maintenance around the property. Allen was a co-manager of a large work program, which helped her develop her management skills. Later, she was under the tutelage of a former businesswoman who owned a travel accessories company.

"She took the time to teach me. She took the time to mentor me," she said. Allen credits this experience as the main reason she is in her current position.

Allen remembered she also got a little push from Tony Robbins. She had spent several years as an exporter and was listening to "Get the Edge" when an executive assistant position became available. She later was promoted to office manager and considers one of her supervisors a mentor. She is constantly improving her skills. Her duties include managing the telecom for the company's multiple locations.

"I love what I do. I think that's important," she said. "You need to get up in the morning and love your job."



HEALTHCARE: Angela Rogers

Keeping track of the names of thousands of employees? Not a problem for Angela Rogers.

For the past 13 years, she has supported the public safety department as a data information assistant at Atlanta's Grady Health.

This job requires activating employee security passes and identification. Rogers said this high-demanding position is well suited for her, because she loves people.

Her secret to remembering names is associating the name with a unique quality about the person. Her eagerness and enthusiasm helped her move up within the hospital.

She said while administrative positions are sometimes looked down upon, her supervisor recognizes her as an indispensable "go-getter."

Working at Grady was her dream job since high school, and she says working within a hospital has a different vibe than in a corporate environment. She said it is less political because “your purpose is to help people and serve others.” Rogers finds her balance by knowing her mission at the hospital. “Consider it done” is one of her most used phrases.

“I think I do well in helping others,” she said. “I respond to others’ needs ASAP. I know that it’s not about me.”

“

I love what I do. I think that’s important. You need to get up in the morning and love your job.

(Kim Allen)

”



FORTUNE 500: **Christine Adams, CAP**

Christine Adams knows her job is coveted by millions of folks tied to their cubicles.

She telecommutes from home as an administrative assistant for the senior director executive of Cisco Systems.

Since her client is AT&T and many of her contacts and colleagues are all over the globe, her day often revolves around the 24-hour clock.

Her home office is in Kansas City, Mo., and she commutes a couple of days a week to a brick-and-mortar office in Overland Park, Kan., when she desires face-to-face connections with people. Though she’s really well connected online, she enjoys those in-person moments to alleviate the isolation that comes with working from home.

Adjusting to life as a full-time employee from home took several months. She credits her history working for CEOs, her CAP certification and a targeted, specific resume for helping her land this position after being laid off.

“I do not mess around with my career at all,” Adams said. Though she works within a technology company, she still relies on an “old-fashioned” stenopad to keep her task list organized.

About the author:

Williesha Morris is both a virtual assistant and a freelance writer and enjoys helping other small business owners and freelancers find their writing voice. You can find her at MyFreelanceLife.com and on Twitter @willieshamorris.



NON-PROFIT: **Sandy Henbest**

Trillium Gift of Life administrative assistant Sandy Henbest understands the power of change. Just after graduating high school with a desire to become a nurse, she discovered Ontario’s educational practices had changed and she would need to attend university.

She fell in love with secretarial work and changed her career path. She has been gaining customer service and administrative experience ever since.

After a layoff, she decided to move from the corporate world to a non-profit organ donation organization in 2013. It was a big change for her, but she is grateful and enjoys her work as an admin in the provincial tissue program.

A major life change gave her intimate experience with organ donation. Her husband needed a liver transplant, and she educated herself on the entire process. This helped Henbest understand the importance of her work.

“Just about everything you do, you think about all the people you are affecting,” she said. Meeting organ recipients gives her the motivation to do her best work every day.

EDUCATION: **Carol Adamczyk**

Growing up, Carol Adamczyk wanted to be an educator, but was actually discouraged by one of her teachers.

“At that time in the ‘70s, they had too many teachers,” she said.

So she began creating a new path for herself within education, where

she’s worked for more than 25 years. Adamczyk is the admin assistant to the superintendent and the board of education at a school district in Lincolnshire, Ill.

She took a step into the education community by being the person who called for substitute teachers. The task of assigning subs to classes and staying within budget was a delicate process.

Adamczyk said her position is well respected, and she creates positive working relationships. Outside of this community, “people don’t really understand a lot about education,” she said. “You’re running a business.”

Although her position requires handling school budget cuts, she takes solace in working with children.

“The best part is seeing the kids at the schools or when they come to a board meeting and they receive awards,” she said. “That’s very rewarding.”