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# ADMINISTRATIVE PROFESSIONALS CONFERENCE

Join us for an enriching, interactive conference designed to elevate the skills, knowledge, and professionalism of administrative professionals across industries. This event offers a unique opportunity for administrative assistants, office managers, executive assistants, and other administrative support staff to connect, learn, and grow in their careers. You'll walk away with actionable strategies to enhance your productivity, increase your value within your organization, and build a strong network of peers from diverse sectors.

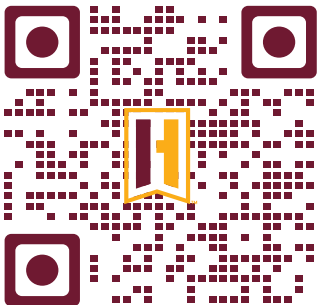
Whether you are a seasoned administrative professional or just starting in the field, this conference will provide you with the resources and support needed to thrive and advance in your role.

**\$75**  
EARLY BIRD

**\$95**  
AFTER APRIL 1

**MAY 21, 2026** |

**ADVANCED TECHNOLOGY CENTER**  
OTTUMWA CAMPUS - 525 GRANDVIEW AVE.



Scan the QR  
code or visit:  
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to register and  
learn more.

## QUESTIONS?

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## CONFERENCE SCHEDULE

7:30–7:55am	Check-in
7:55–8:00a	Welcome
8:00–9:30a	Advanced Excel   Tish Gouge
9:30–9:40a	Break
9:40–11:10a	Thriving Under Pressure   Amanda Seeman
11:10a–12:00p	Lunch & Vendors
12:00–1:30p	Behind the Brand   Alix Foster
1:30–1:40p	Break
1:40–3:10p	Power of Google Drive   Wanda Johnson

## Session Topics & Speakers

### **Advanced Excel – Tips & Tricks**

#### **Speaker: Tish Gouge**

Let's have an "Excel"lent time learning some advanced features of Microsoft Excel! Excel is one of the most in-demand software skills requested by employers, and strong Excel proficiency continues to be a top workplace expectation. In this session, we'll explore formulas and functions, conditional formatting, PivotTables, and PivotCharts, along with practical tips and tricks to help you work more efficiently and confidently - so you can truly Excel above the rest.

**Speaker Bio:** Tish Gouge is an Associate Professor at Indian Hills Community College. She has been teaching full time for seven years for the Administrative Support Specialist and Business Office Specialist programs. She has performed adjunct teaching since 2011 for Indian Hills' Continuing Education with classes for the public and provides trainings for various business and industry organizations. Prior to teaching, she spent over 20 years working in administrative support staff roles.

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### **Thriving Under Pressure: Tools for Administrative Professionals**

#### **Speaker: Amanda Seeman**

Administrative professionals play a critical role in managing communication, expectations, and emotionally charged situations—often behind the scenes. This interactive 90-minute session provides practical tools for navigating difficult conversations with confidence, managing stress and preventing burnout, and setting healthy work-life boundaries. Participants will practice real-life scenarios, learn effective coping strategies, and leave with actionable techniques to support both professional effectiveness and personal well-being.

**Speaker Bio:** Amanda Seemann (she/her/hers), LMHC, PMH-C, is the Director of the Counseling and Prevention Resource Center at Indian Hills Community College and is a licensed mental health counselor practicing in both private and higher education settings. Amanda specializes in supporting mental health during pregnancy and postpartum. Amanda is committed to supporting the mental health and well-being of individuals across diverse backgrounds and life experiences. Her work centers on prevention, access to care, and equipping individuals with practical tools to manage stress, navigate challenges, and build resilience. Amanda brings a thoughtful, inclusive approach to education and mental health support that emphasizes compassion, skill-building, and sustainability.

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### **Behind the Brand: How Administrative Professionals Shape Brand Perception**

#### **Speaker: Alix Foster**

Administrative professionals play a powerful role in how their organization is perceived — whether they realize it or not. From emails and meeting materials to event flyers and phone interactions, every message and visual leaves an impression of the brand.

In this interactive session, learn how to bring consistency, clarity, and professionalism to your daily work through simple branding and design practices. We'll explore what makes a message feel "on brand," share quick visual design tips, and practice applying them using Canva and other accessible tools. You'll leave with practical strategies to help your office look and sound more cohesive — no marketing degree required.

**Speaker Bio:** Alixandria Foster is a designer, educator, and creative problem solver with a passion for practical, real-world design. She holds a BFA and MFA in Graphic Design, along with certifications in Digital Media and Human-Computer Interaction. Alix has spent more than a decade working in the marketing and design field. She is the Digital Media Specialist for Indian Hills Community College and an Assistant Teaching Professor at Iowa State University, where she teaches courses in graphic design and digital literacy. Over the years, she's worn many creative hats — from editorial designer to project manager — and now helps local organizations tell their stories through smart, consistent design. When she's not teaching or on campus, she's often freelancing for local small businesses, building websites, crafting marketing materials, and strengthening their brand identities. She believes great design doesn't have to be complicated — it just has to work

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### **Unlock the Power of Google Drive: Smarter Collaboration for Admin Professionals**

**Speaker: Wanda Johnson**

Discover how to transform your daily administrative tasks with Google Drive's powerful suite of tools - including Docs, Sheets, and Shared Drives. In this session, you'll learn practical ways to boost collaboration, simplify document management, and streamline workflows to keep your team connected and productive, no matter where you're working. Attendees will gain practical insights and best practices they can immediately apply to work more efficiently, maintain organization, and support their teams with confidence.

**Speaker Bio:** Wanda Johnson is a natural-born problem solver and a leader driven by a passion for curiosity. Her "desire to know" has brought her success in her various ventures, including her business, 'At Your Service Corridor Community,' and has earned her the title of Solution Specialist. She utilizes her deep curiosity and hunger for answers to help mentor and inspire small businesses and community groups to strategize, organize, and streamline their to-do lists and business processes by implementing technology, enabling them to achieve success as well.

Wanda's experience includes helping businesses and organizations (for-profit and nonprofit) implement processes, create backup databases, and plan record-keeping strategies. She previously served as president of a local women's organization chapter, where she was recognized as one of the top ten nominees within the national organization. Additionally, she was president of the Hiawatha Elementary School PTO and a Girl Scout troop leader. She currently is the communication secretary & treasurer of the Charger Parent Brigade (Harding Middle School PTO), documentation lead for the WordPress Accessibility Day, Big Brother/Big Sister Program Advisory Committee member, treasurer of a new non-profit, A Piece at a Time, and NAACP Cedar Rapids Chapter Community Coordination Chair & Membership Chair. She teaches tech classes part-time at Kirkwood Community College Continuing Education. She crochets and creates other crafts with her daughter in her free time. Wanda holds a B.S. in Psychology from Upper Iowa University.