



**Association of
Administrative
Professionals**

MEET YOUR CALGARY BRANCH EXECUTIVE BOARD 2019-2020



Christa Hiebert, President

The opportunity to serve on the Board as the Calgary Branch President was presented to Christa after 4 years of service as the Calgary Branch Secretary. She felt ready to embrace the opportunity alongside her accomplished mentors whom were willing to provide guidance and leadership in unfamiliar territory. This resonated with Christa so deeply, to surround yourself with people who will lift-up one another and empower each one's talents, strengths and successes. Being a part of the AAP has done exactly that, Christa has had the opportunity to develop lifelong friendships, learn, connect and become educated. She is excited to have the opportunity to lead the Calgary Branch through an ever-changing economy. Christa has been working in the Administrative field for 15 years, currently she is the Executive Assistant & Office Manager at Alaris Royalty Corp. She is married to her best friend and is a proud mother of two little girls. Christa considers herself to be a bold and tenacious Executive Assistant distinguished by her desire to help everyone be great at what they do best. From stilettos to steel toed boots, she believes that every experience can cultivate the ability to teach and help us grow. If you don't see Christa at our monthly meetings or in her office, you'll catch her behind a boat wake surfing, snowmobiling in the Rockies, cooking and entertaining, volunteering or most importantly spending quality time with her family.



Dixie Dayka, Vice President

Dixie is currently employed at Matrix Solutions Inc., an environmental engineering company in Calgary. As an Administrative and Project Assistant, Dixie works with three teams in Water Resources and is the Assistant to the Vice President Operations, Calgary Water. Dixie has 25+ years experience in administration working for such as WestJet, Canada Safeway, SNC-Lavalin, and Suncor Energy. She returned to the University of Calgary in 2012, graduating in 2014 with a Certificate in Professional Management. She continues to grow personally and professionally and holds her CCAP designation. Dixie has been a member of the AAP since 2012 and has been an Executive Board Member since 2015. Outside of her career and the association, Dixie has a passion for working with Calgary's most vulnerable people. She has been volunteering for homeless shelters for years, focusing her time at the Calgary Drop-In & Rehab Centre where she works part time. She has been an Adult Care Volunteer and Adult Care Worker, attending to the clients at the centre. She enjoys spending time with her husband Frank and children Tanner and Ashley. Together they enjoy spending time with friends and family, camping, and going to the mountains for skiing and snowboarding!



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Geraldine Tanis, Treasurer

Geraldine Tanis has over twenty years' experience as an Administrative Assistant working mostly in the University environment. Currently she works at the University of Calgary as an Executive Assistant to the Associate Dean of the Continuing Medical Education. Prior to working as Executive Assistant, Geraldine was the Administrative Coordinator for the University Calgary Liver Unit. Geraldine joined the Association of Administrative Professionals in 2013. She obtained her CCAP (QAA) in 2015 and joined the Executive Board of the Association as the Treasurer in April 2017. Geraldine enjoys giving back to her community through her volunteering activities for the Canadian Cancer Society and the Immigrant Services Calgary. In her spare time Geraldine enjoy movies, theater, concert, music, dancing, dancing more dancing and relaxing with a good cocktail.



Caroline Sangret, Secretary

Caroline Sangret is a born and raised Calgarian and the Program Director on the Executive Board of AAP. She is the current office manager at TerraHDD Solutions and has been with the company for 6 years. She studied Business Administration and Management at Mount Royal University and proceeded to immerse herself in the oil and gas industry upon graduation. Caroline is passionate about her work. She has been a Senior Administrative professional for over 5 years and is always eager to learn something new. Caroline is inspired by organizations doing great work, entrepreneurship & gratitude. In her free time, she enjoys catching a spin class, spending quality time with her son and indulging with coffee and candy.



Lindsay Sutcliffe, Membership Coordinator

Lindsay Sutcliffe is the Office Services Coordinator at Painted Pony Energy. She has worked there for 4 and a half years assisting not just one person or team but the entire company! She is a former teacher and is no stranger to multi-tasking. Lindsay graduated from University of Lethbridge with a B.A and B.Ed in 2009 and taught for two years in Australia before she made the decision to change careers. She has been an AAP member for three years and accepted the nomination as Program Coordinator in May 2017. In her spare time, Lindsay likes to travel near and far. She has driven all the way from Calgary to Newfoundland and made many stops in between. She's also been to Thailand, Cambodia, Vietnam, Bali, Costa Rica and Portugal to name a few. If you ask her where she is going next, she is likely to say 'everywhere'.



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Caitlin Morrison, Newsletter Editor

Caitlin works as the Executive Assistant to the President & CEO of Matrix Solutions Inc.; a mid-size environmental and engineering company. Her role also includes acting as the Corporate Secretary to the Matrix Board of Directors. She graduated from the University of Manitoba with a Bachelor's Degree in Fine Arts, later obtained a Certificate of Applied Management from the Southern Alberta Institute of Technology and currently is working towards her designation as a Canadian Certified Administrative Professional. She has found a platform in the administrative profession to merge her A-typical, detail oriented skills and appetite for creativity. Outside of the office, Caitlin is always looking for an adventure with her husband, Nick and young daughter, Tenley. A seasoned triathlete, she enjoys being active and everything about the great outdoors.



Allison Rooney, Program Director

Allison Rooney is currently employed at Painted Pony Energy Ltd., a natural gas exploration and production company in Calgary. She has been growing with the company since 2011, working initially as an Operations Assistant and then accepting the role of Executive Assistant to the Senior Vice President. She worked in the EA role for 4 years until recently, when she decided to take her career in a slightly different direction, accepting the role of Drilling and Completions Technician. Allison graduated from the University of Mount Royal in 2009 with a Business Administration Diploma and has continued to grow professionally with certificate and continuing education programs at SAIT and by volunteering on the Executive Board of the Association of Administrative Assistants (AAP). Outside of her career and the association, Allison has a passion for hockey and plays in a local women's league (SAWHA). She's happiest on camping getaways with family and friends.



Victoria Bradley, Social Media Coordinator

Victoria Bradley has worked in the Administrative profession for the last 6 years, specifically in the Finance sector. She is passionate about continuous learning & growth both professionally and personally, and has obtained her Mutual Funds & Insurance license to further her understanding of her industry. Outside of the office, Victoria is a passionate advocate for the environment and has recently discovered her love for ocean surfing.



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Ambassador, VACANT

PHOTO
COMING
SOON



Trina Angel, Community Engagement Coordinator

Trina Angel works as the Dean's Assistant in the School of Health and Public Safety at SAIT where she has been employed in Administrative and Project Coordination roles over the past 9 years. She recently joined the Association of Administrative Professionals (AAP) and is grateful to have been nominated for the role of Community Engagement Coordinator. Trina is a strong advocate for Administrative Professionals and hopes with her current position in AAP and her role within the Admin Community of Practice group at SAIT to bring awareness and further recognize the positive impact Administrative Professionals have on the success of organizations. Born and raised in BC, Trina completed her UBC Bachelor of Arts degree majoring in Psychology at Okanagan University College in Kelowna before relocating to Vancouver Island, where she completed a Certificate in Business Administration through UVIC. Early in her career, Trina worked in Hospitality while she traveled and lived in various provinces in Canada. Her love of adventure and travel then provided her an opportunity to teach ESL classes in South Korea for a year, followed by teaching in Canada's Far North as a substitute teacher then adult educator. Trina values lifelong learning and soon recognized she was more passionate about the administrative, behind the scenes component of teaching than the front line instruction piece. Trina shifted her career path and has since worked as an Administrative Professional for 13+ years. In 2017, Trina received the SAIT Oracle Award of Excellence and most recently she completed an Applied Project Management Certificate of Achievement. Outside of work, Trina is a dedicated mother to a wonderful 14 year old daughter, and enjoys spending time camping on her property in the East Kootenays.



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Lynda Phounsavath, Event Coordinator

Not all event planners are made equal, and you will know that right when you meet Lynda Bergeron. Lynda is a team lead at CPHR Alberta and has been in member-based organizations for over the past five years. After completing her Business Administration diploma in Management at SAIT, she soon found her passion in events where she added an Event Management certificate from Mount Royal University to her achievements. From a young age, Lynda regularly volunteered her time and continues to give back to her community. She prides herself in being an Imagine Consultant at Making Changes, taking part at local events and being the Event Coordinator on the Association of Administrative Professionals (AAP) Executive Board. When not planning and executing long lasting memories, Lynda enjoys being with family and friends which keep her busy trying new things around the city!