



## New to OSU?

Are you new to OSU, or need help with event planning, travel, catering, IT resources, or help in navigating your way around OSU resources?

Look no further!

Members of OSUAP have researched and polled other professionals to compile a list of resources with web links for the Administrative Professional at OSU. The OSUAP Job Aid Tool should help you find resources that are easily obtainable at a click of a mouse. A copy of the Job Aid Tool is attached, and it can be downloaded from the [OSUAP Site](#).

-Special thanks to Will Bryan and all the OSUAP members who worked to put this helpful resource together.

## 5 LinkedIn Summary Examples for Administrative Assistants

There's a right way to represent yourself as an Administrative Assistant on LinkedIn.

You'll know you're doing it the wrong way if you're relying too much on your title or your company name. You could work for the top tech company in the world. Your title may not show exactly what it is that you do as an Office Manager or Executive Assistant at that company. You're the mastermind of your office. And you want recruiters to know that. Maybe you optimized filing practices and saved your company time and labor costs. Perhaps your personnel management skills have inspired you to seek a management position. Don't keep those accomplishments to yourself. Add them to [your LinkedIn summary!](#)

There are three key components of an all-star LinkedIn profile. **A)** Use your summary to state your career intentions. **B)** Show your workplace aptitude. **C)** Round it out with specific examples in a few succinct paragraphs. The summary section is by far the best way to describe yourself to other LinkedIn members. It's sort of like the cover letter to your LinkedIn.

Please view the [full article](#) to see the detailed description of each tip.

1. Show you're a "people person" in your LinkedIn Summary
2. Give yourself a performance review
3. Make your case, then elaborate
4. Summarize your strengths on LinkedIn with keywords
5. Be specific

Written by:  
Caitlin Klask

-Thank you, Katherine Margard, for sharing this article.



## 10 Twitter Accounts Every Administrative Professional Should Follow

Every successful office has a hero. They're professional organizers. They're calendar ninjas. They anticipate every need and get out two steps ahead of it. A business' success often hinges on the efforts of an effective administrative professional. If you're this office hero, you know that staying up-to-date on the latest technology and techniques can give you an advantage.

In any profession, you need to stay current on the latest industry trends if you want to get ahead. If you're looking to improve your skills as an administrative professional, check out these 10 Twitter accounts that will help take your career to the next level.

-See the full list by clicking [here](#).

## How to Be More Productive: Advice from Top Chefs

Some of the hardest working and efficient professionals are chefs. Think about it. Every night at the restaurant, the chef has to manage a team of cooks, order just enough food to serve guests, stay within a budget, and keep diners happy with food that's of a consistent quality. It's safe to say that chefs have plenty on their plates and must learn how to be productive workers in a high-stress environment. [Click here](#) to see what you can learn from famous chefs on how to be a more efficient, better worker—even if you work in an office instead of a kitchen.

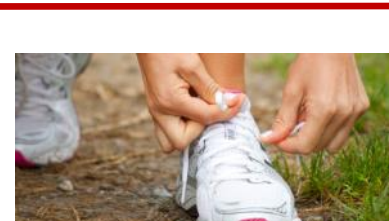
## Tell us what you are up to!

Have some news you would like to share with your fellow Admins?

New position at the university, special accolades, retirement?

Let us know and we will include it in the next issue of the newsletter!

## Join the OSU Health Plan Health Coaches for Walk with a Health Coach



**Tuesday, September 20<sup>th</sup> 11am**

Fred Beekman Park

**Thursday, August 29<sup>th</sup> 12pm**

Thompson Library

### Why should you walk with a health coach?

Walking improves mood.

Walking strengthens muscles.

Walking improves sleep.

Walking gives you energy.

Walking is FUN!

Sign up at <https://linktohealth.osu.edu/LinktoHealth/eventList.seam>

### Upcoming Important Dates

09/29/2016	International Coffee Day
10/13-14/2016	Autumn Break

*“Autumn , the year’s last,  
loveliest smile.”*

*- William Cullen Bryant*

### Share your Best Practices

We all love to save time and energy, so if you have any tips on how to do something better, faster, or more efficiently, please let us know!

Suggestions for Tech Tips, Best Practices or What You are Up To can be sent to:

[Sophia Rester](#)

### THE OSUAP EXECUTIVE COMMITTEE

Effective Sept. 1, 2016

President: Tricia Hohl  
Vice-President: Quanetta Batts  
Secretary: Peggy Rader  
Treasurer: Brian Keller  
Membership Chair: Roxann Damron  
Member-at-Large: Matt Sikora  
Immediate Past President: Elaine Pritchard

Have suggestions for the Newsletter?

*Let us know!*

Email: [Sophia Rester](#)  
Chair, Communications Work Group

Submit suggestions by the 8th of each month.



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