



# TCB PRESENTS: TECHNOLOGY FOR ASSISTANTS

## WHEN

**March 22, 2017, 6:30 p.m.**

## WHERE

**Princess Margaret Hospital**

**610 University Avenue, Toronto, ON, Boardroom #M805**

## MEET THE SPEAKER...



This month, the *Association of Administrative Assistants, Toronto Charter Branch* welcomes Katherine Vaillancourt. Katherine became a member of the Association of Administrative Assistants (AAA) in 2010. She has experience working in the government, non-profit and corporate sectors. She has held various administrative roles working with Directors, VPs and C-level executives. She currently works as an Executive Assistant to the VP, Corporate

Reputation and the SVP, Investor Relations at Aimia Inc., a data-driven marketing and loyalty analytics company. She is a past recipient of the Ontario Heritage Trust Award for Community Involvement and the Preservation of the culture of Mississauga's community and has experience in coordinating large events for communities, such as the 200-Year Anniversary for the City of Mississauga, Doors Open, and Haunted Mississauga.

Katherine has been active with the National Board of the Association since November 2013, currently serving as National Director-Vice President & MAL Liaison. Through this role, she connects with our members-at-large, our virtual Vancouver members and continues to find prospective sponsorships and partnerships for both local and national initiatives. She also chairs the website refresh committee and is an active participant in the student outreach pilot committee, and is the past National-Director Treasurer. She believes that the AAA is an excellent resource for education and networking for administrative professionals everywhere.



## FREE!

**AAA Members Free  
Guests: \$7 Donation**

(Fees collected will be donated to Youth Without Shelter – this year's AAA benefactor.)

## GAIN POINTS!

**This event qualifies toward your re-certification points.**

## INTERACTIVE!

**Learn while you listen. Bring your Apple, android or Google devices!!**

## YOU'LL LEARN:

- **Microsoft Office Tips & Tricks**
- **Presentation Tools**
- **Calendaring Apps**
- **List Management**
- **Tips to help with Travel and Events**
- **Social Media**
- **Fun Apps**
- **And More!**

## RSVP:

**Email Maria @  
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com**