

## **INAUGURAL IAAP ASSISTANT AND BOSS OF THE YEAR AWARDS**

**(Jacksonville, FL)** – April 24, 2007 – As we celebrate Administrative Professionals this week, it is fitting that the First Coast Chapter of the International Association of Administrative Professionals (IAAP), announce the winners of their inaugural “Assistant of the Year” and “Boss of the Year” awards.

Julie Smith is the recipient of the “Assistant of the Year” award. Smith is the President of the First Coast Chapter of the IAAP and the assistant to Doug Baer, President & CEO, Gary Sneed, Chairman of the Board, and Michael Spigel, COO at Brooks Rehabilitation. In her position, Smith has a wide variety of responsibilities. She assists in creating the divisional budget, tracks all expenses, prepares PowerPoint presentations for members of the executive team and works closely with the Board of Directors and Executive Team members throughout the year on various other projects. She is also responsible for organizing annual retreats and Executive Team and Leadership meetings.

Most importantly, Smith always displays a positive and cheerful attitude, and she volunteers for all corporate events no matter where or when they occur. During her six years at Brooks, she has always been eager to assume additional projects and tasks. Smith is an integral and innovative member of the Brooks team, consistently developing improved ways of doing things.

Under Smith’s leadership, the Brooks-based First Coast Chapter of the IAAP was chartered on June 20, 2006. While it was chartered with 28 members, the chapter has now grown to 59, many of them Brooks employees. At the International Conference in Reno, The First Coast Chapter was recognized as a “Distinguished Chapter”—a designation attained in 10 days, as they had to achieve goals by the end of the IAAP fiscal year, June 30, 2006.

The 2007 “Boss of the Year” award goes to Marcus Dooley, Principal of McRae Elementary School in Keystone Heights Florida. Dooley knows each student by name and understands parents and their concerns very well. He builds teams, and encourages collaboration between staff, parents and students. He looks for the best in everyone, finds it, and then exhibits so much confidence in that individual that he/she cannot but desire to live up to his expectations. Each year, students at McRae Elementary look forward to the 100<sup>th</sup> day of school, when Dooley will be in uniform as a super hero.