

9-2015

Staff Spotlight: Sharon Mize

University of Dayton

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University of Dayton, "Staff Spotlight: Sharon Mize" (2015). *SEHS News for Alumni*. 4.
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Staff Spotlight



Sharon Mize '13 always strives to go above and beyond, which has made her an asset to the Department of Teacher Education for the past 12 years - a group she refers to as family, a team and a helpful, supportive community

As the business office assistant, Mize provides administrative support to the department's financial operations. She sees every day as a learning experience, and takes advantage of every opportunity to advance her skills.

She found one such opportunity in the International Association of Administrative Professionals (IAAP), a registered not-for-profit professional association for administrative professionals. The organization "strives to ensure individuals working in office and administrative professions have the opportunity to connect, learn, lead and excel."

Mize joined Wings, the Dayton chapter of IAAP, in 2013. The chapter meets once a month to discuss different topics, hear from presenting speakers, and network with administrative assistants throughout the Dayton area.

"What was most appealing to me about the organization was the opportunity to network with other administrative professionals and talk about similar experiences we all share," she said.

IAAP holds an annual summit for members and offers scholarships for first time attendees. One opportunity led to another, and Mize was selected as one of 50 recipients out of 134 applicants after submitting an essay on why she wanted to attend. She hoped to continue learning and networking with administrative assistants from around the world.

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On July 25-29, Mize joined more than 900 attendees from the United States, Canada, Africa and China in Louisville, Kentucky for workshops, training sessions and discussions.

Just a few of the sessions she attended were “Give Your Message a Unique Personality”, “Leading with Your Personality: Extrovert or Introvert,” “Benchmarking Your Progress,” among many others. After the summit concluded, she returned to Dayton ready to apply what she’d learned.

“I learned many team building skills and new ways to network, and I was very encouraged to continue training to keep my skills as up-to-date as possible,” she said.

And she’s not wasting any time - she received a bachelor’s degree in psychology, and is already looking into taking more classes at UD, as well as becoming an IAAP Certified Administrative Professional. To become certified, Mize will be tested on six different areas of office management during a three-hour examination.

“This training helps keep me fresh and excited,” she said. “I want to be the best I can be; I’m here to assist the professors and students to the best of my abilities.”

300 College Park
Dayton, OH 45469

937-229-1000
info@udayton.edu
https://udayton.edu

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