

Member Profile

Rebecca Ortiz, Executive Assistant
Analytical Services, Inc.

"I enjoy being an Executive Assistant. I have always liked to help others with travel, organizing, setting up events, and helping make their work and life easier. I am employed at Analytical Services, Inc. (ASI) assisting V.P. of Business & Analytical Services, two Directors, two Staff Managers and their staff. I have strong communication skills, detail oriented, creative thinker, excellent organizational skills and a self starter. I draft/handle confidential and general correspondence; work independently and within a team on special projects; support AMCOM Express contract, coordinate travel, set up events and meetings. I suggested ASI choose an employee to highlight in the company newsletter and establish a library which they implemented. I would like to learn more about business development and ideally be a philanthropist – you never know!"

Testimonial: "IAAP is a wonderful support and training organization. I have met a lot of great people who help me to develop better software, people, event planning and character skills. IAAP members have been very supportive, giving me extra confidence in myself as a person and employee. At any time, I have a huge network of great professionals to call on for advice, software help and encouragement. I feel like I have an extended family support group that truly cares for me and my professional growth." Rebecca has been a member of the Huntsville Chapter since May 2007. She headed up the Facilities sub-committee for this year's annual seminar and has served as Committee Chair for the Ways & Means Committee.

Rebecca's interests are working with children at church, reading/listening to books, yard work, SPA parties (BeautiControl Rep), walking and traveling.