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Inside AICPA, September 14, 1992

American Institute of Certified Public Accountants (AICPA)

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September 14, 1992

**Staff
Anniversaries**

Congratulations to the following staff members who last week celebrated various anniversaries with the Institute:

Anniversary

Julia Esposito	Promotions	36th
Eileen Rubright	Finance & Administration	24th
Bernice Sobel	Personal Financial Planning	12th
Ray Powierski	Circulation	9th
Elinor Paige	CPE Admin. - Self Study & Video	6th
John Morrow	Quality Review	5th
Carol Shaffer	Tax Division	5th

Please Welcome

Maura Middleton - Conference Assistant - Meetings & Travel. Maura joins the Institute from the Marriott Courtyard Hotel where she was a Front Office Supervisor.

Michell Parker - Secretary - Federal Government. Michell previously worked as a Membership Coordinator Assistant for the National Society for Performance and Instruction in Washington, DC.

Promotions

Anselmo Alamilla in Human Resources was promoted from Benefits Assistant to Human Resources Assistant.

Congratulations and Good Luck in your new position!

Harborside Shopping

Harborside Financial Center offers some exciting shopping opportunities for its tenants. Throughout the Atrium you will notice a variety of shops. During the next few weeks, **Inside** will introduce and give an overview on some of the services offered by the merchants located in the immediate area.

Tower Cameras Inc., located at 102 Plaza Two (in the Atrium), is open Monday through Thursday from 8:00 a.m. - 6:00 p.m. and on Fridays from 8:00 a.m. - 3:00 p.m. They offer 7-hour film developing (drop off at 9:30 a.m. and pick up at 4:30), with a second set of standard prints free. Drop off your film before 9:30 a.m. and pick them up at 4:30 p.m. Beginning mid-September, you can join their Film Club which entitles you to one free film developing for every ten rolls of film you have developed.

In addition, Tower Cameras Inc. carries a full line of cameras, walkmans, televisions, audio equipment, video and audio cassettes, ray ban sunglasses, adding machines and calculators. They also offer camera and video repair.

One last thing, don't despair about not getting New York City bargains at Tower Cameras Inc. because they will match any prices advertised at 42nd Street Photo and Nobody Beats the Wiz!

Reminder...

...All employees are required to return the Drug-Free Workplace Policy Statement that was distributed on August 17. If you haven't done so already, please sign and return the statement to Christine Herbster in Human Resources as soon as possible. Additional copies can be obtained in Human Resources.

Effective Writing Seminar

The effective writing seminar is scheduled to begin again in October, with the next course scheduled for Thursday, October 15th and Friday, October 16th. The two-day course, which will now be held at Harborside in the training room on the second floor, consists of an all-day seminar (8:30 a.m. - 5:30 p.m.) followed by a half-day workshop from either 8:30 a.m. - 12:30 p.m. or 1:30 p.m. - 5:30 p.m.

Participants are required to submit a writing sample one week prior to the seminar and will not be able to take part unless one is received. The deadline for the October seminar is October 8th.

The course will demonstrate how to choose simple, accurate and efficient words so readers can quickly grasp your message and respond to it effectively. It is a practical, non-technical approach to improve letters, reports and memos, whether the subject is accounting, taxes, management services, or just everyday business. The workshop is designed to give you an opportunity to apply what you learned in the seminar along with reinforcing your knowledge by editing your own writing, as well as your colleagues'.

Those interested should contact Gabrielle Ulloa (in New York) on extension 5271 to sign-up.