



## MISSISSIPPI ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

*Affiliated with the National Association of Educational Office Professionals*

TO: Mississippi Association of Educational Office Professionals

FROM: Faye Cornelius, CEOE President  
Cindy Walker, CEOE, President-Elect  
Ashley Jones, Vice President, PDS Chair

Date: August 29, 2025

Subject: 2025 Professional Development Seminar

We are excited to announce the upcoming Professional Development Seminar hosted by the University of Southern Mississippi AOP on Friday, October 17, 2025. The event will take place on the University's campus in Hattiesburg, MS. Registration will start at 8:30 a.m. and the seminar will begin at 9:00 a.m. Please find the registration form, workshop details, and community service requests attached. To secure your spot, please register by **October 3, 2025. We look forward to seeing you there!**

Guest room accommodations:

Holiday Inn Express Hattiesburg West, 209 Thornhill Dr. Hattiesburg, MS 39401. King or 2 Queen rooms are \$129.00 + 7% sales tax. A Hot Complimentary Breakfast Buffett is included. Reservations must be made by October 6<sup>th</sup> at 5 p.m. to guarantee the group rate. Please click the link below to make your reservations.

[MAEOP USM booking link](#)

Our Community Services Project will be the HOB Community Development Corporation which provides food distribution to those in need. Please bring non-perishable items to donate to the event and place in the box provided. A list of items to be donated is attached.

***Stay Focused!***

## Agenda

8:30 a.m. - 9:00 a.m.....Check-In/Registration/Light Breakfast

9:00 a.m..... **Welcome**

*Faye Cornelius*

2025-2026 MAEOP President

*Toby Barker*

City of Hattiesburg Mayor

*Dr. Joe Paul*

The University of Southern Mississippi President

9:30 a.m. - 10:45 a.m.....**Leading from Where You Are**

*Dr. Emily Holmes*

Leadership & Student Involvement Director

The University of Southern Mississippi

10:45 a.m. - 11:00 am..... Break

11:00 a.m. – 12:15 p.m.....**Conflict Resolution**

*David Tolbert*

Southern Tire Mart

12:15 a.m. – 1:30 p.m..... Lunch

1:30 p.m. – 2:30 p.m.....**LinkedIn Profile Makeover**

*Rusty Anderson*

Director of Career Services

The University of Southern Mississippi

2:30 p.m. - 2:45 p.m.....Break

2:45 p.m. – 4:00 p.m.....**Mental Wellbeing: Dressing for Success!**

*Danyella Berry-Terrell*

Clinician/Owner

Beyond The Brokenness Mental Wellness Solutions, LLC

4:00 p.m. – 4:15 p.m.....**Community Service Project**

Melissa Carpenter

*HOB Community Development Corporation*

4:15 p.m. – 4:30 p.m.....Announcements/Surveys

## **Mississippi Association of Educational Office Professionals**

### **Professional Development Seminar**

**Friday, October 17, 2025**

#### **Workshop Descriptions**

##### **Leading from Where You Are**

*Presenter: Dr. Emily Holmes, Leadership & Student Involvement Director, USM*

You can be a leader, no matter your role! Leadership is all about influence, not authority. This workshop will cover practical leadership tips and principles while challenging participants to explore how they can lead through their actions, ideas, and collaboration. Participants will leave with an action plan to strengthen their leadership presence and contribute to a positive workplace culture.

##### **Conflict Resolution**

*Presenter: David Tolbert, Southern Tire Mart*

Do you ever experience conflicts at work, home, or life in general? This workshop addresses some ideas of how to resolve them, and even ideas about how to avoid them. Bring an open mind and willingness to take ownership of the conflicts you experience.

##### **LinkedIn Profile Makeover**

*Presenter: Rusty Anderson, Director, Career Services*

Your LinkedIn profile is more than a digital resume—it's your personal brand online. In this session, you'll learn how to: Make your profile stand out to recruiters and clients, boost your visibility with the right keywords and structure, tell your professional story with confidence and clarity, avoid common mistakes and use LinkedIn's features effectively, and attract job offers, freelance gigs, or networking opportunities

##### **Mental Wellbeing: Dressing for Success!**

*Presenter: Danyella Berry-Terrell, Clinician/Owner*

How we prepare ourselves to “show up” each day can have a powerful impact on our mindset and overall well being. This session explores the connection between mental health, self-care, and the intentional choices we make to feel confident, balanced, and ready for the work ahead. Drawing from the idea that our external routines, like how we get dressed for the day, can influence our internal state, we'll look at practical strategies for reducing stress, boosting self-esteem, and supporting resilience in the workplace. Participants will leave with simple, sustainable self-care practices they can integrate into daily routines to strengthen both their professional presence and their mental wellbeing.

MISSISSIPPI ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

Professional Development Seminar

Friday, October 17, 2025

8:30 a.m. ~ 4:30 p.m.

The University of Southern Mississippi - Hattiesburg, MS  
Harkins Hall Room 120

REGISTRATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Employment: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Early Registration Fee: Member Fee: \$75.00

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Non-Member Fee: \$100.00

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**PURCHASE ORDERS WILL NOT BE ACCEPTED UNLESS ACCOMPANIED BY CHECK**

Make Checks Payable to: Mississippi Association of Educational Office Professionals (MAEOP)

Early Registration Deadline: October 3, 2025

Late Registration Fee after October 3, 2025: \$25.00

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Refund requests must be submitted in writing to Cory Williams, MAEOP Treasurer, no later than five (5) days prior to the opening of the Professional Development Seminar Day.



\*Using PayPal

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Check if you have your CEOE

Mail Registration Form to: Mississippi Association of Educational Office Professionals (MAEOP)  
C/O Cory Williams, CEOE  
1301 Marie Street  
Hattiesburg, MS 39402  
Mobile: 601-606-3364  
Cory.Smith@usm.edu

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Treasurer's Use Only:

Amount of Check: \_\_\_\_\_

Check#: \_\_\_\_\_

Date Received: \_\_\_\_\_

**MISSISSIPPI ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**

Membership

Advancement

Education

Opportunity

Professionalism

**MEMBERSHIP FORM  
2025-2026 Association Year**

NAME: \_\_\_\_\_  
(Last) (First)

HOME ADDRESS: \_\_\_\_\_  
(Street/P. O. Box Number)

\_\_\_\_\_  
(City) (State) (Zip)

TELEPHONE NUMBERS: Home: \_\_\_\_\_ Office: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Address to which correspondence should be mailed: Home ( ) Office ( )

Would you be interested in serving as a MAEOP officer: Yes ( ) No ( )

Membership requested: Active ( ) Retired ( ) Associate ( )

MAEOP membership year runs from July 1 through June 30 of the following year. Yearly dues are \$25.00 for active and associate memberships, and \$10.00 for retired memberships.

( ) New ( ) Renewal ( ) Retired ( ) Associate

NAME OF MAEOP MEMBER WHO ASKED YOU TO JOIN \_\_\_\_\_

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Please list all MAEOP, NAEOP, and LOCAL association activities for the previous year for updating your permanent record card.

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\_\_\_\_\_  
\_\_\_\_\_

**RETURN FORM TO:**

**Aretas Squire  
MAEOP Membership Director  
The University of Southern Mississippi  
118 College Drive #5037  
Hattiesburg, MS 39406  
Telephone: (601) 266-5563**

**If paying by check, send your check with the form.**

**If paying online, click the link below or send it to Cory Williams.**

**<https://sites.google.com/view/maeop/become-a-member?authuser=0>**



**FOOD PANTRY  
MOST-NEEDED NONPERISHABLE ITEMS**

<b>CANNED FRUITS</b>	<b>CANNED VEGETABLES</b>	<b>CANNED TUNA</b>	<b>CANNED CHICKEN</b>
<b>CANNED PORK</b>	<b>CANNED BEEF</b>	<b>MAC &amp; CHEESE</b>	<b>CANNED TOMATOES</b>
<b>CANNED SOUPS &amp; CHILI</b>	<b>CANNED/BAGS DRIED BEANS</b>	<b>CANNED/ BAGS DRIED PEAS</b>	<b>PEANUT BUTTER</b>
<b>APPLESAUCE</b>	<b>COOKING OILS</b>	<b>COOKIES</b>	<b>DRIED FRUITS</b>
<b>WHOLE GRAIN CEREAL</b>	<b>INSTANT MASHED POTATOES</b>	<b>FLOUR</b>	<b>SUGAR</b>
<b>BOXED/BAGGED CEREALS</b>	<b>QUICK GRITS</b>	<b>OATMEAL</b>	<b>RICE</b>
<b>CANNED MILK</b>	<b>SHELF-STABLE MILK</b>	<b>DRY POWDERED MILK</b>	<b>NUTS &amp; SEEDS</b>

**CONTACT:**  
**ADMINISTRATOR MELISSA CARPENTER**  
**2120 OAK GROVE ROAD**  
**HATTIESBURG, MS 39402**  
**PHONE: (601) 310-9072**  
**E-MAIL: MELISSACARPENTER43@GMAIL.COM**