

## Debra Chafe, B.Ed., CAP

### Biography

---



Debra has been building her career as an administrative professional since 1983 and is presently the Executive Assistant to the President and Executive Team of The Cahill Group of Companies in Newfoundland and Labrador, Canada. She has been in this position since 2002. Before joining Cahill, she worked in the Faculty of Education at Memorial University of Newfoundland (MUN) handling the admissions process for diploma, degree and masters' programs. She also taught for six years in the Business/Office Administration faculty of two private post-secondary institutions.

Debra holds a Bachelor of Education, Post-Secondary Degree, a CAP (Certified Administrative Professionals) designation from the International Association of Administrative Professionals (IAAP), and a CTM (Competent Toastmasters) designation from Toastmasters International.

She is the Newfoundland and Labrador Branch Director for IAAP and enjoys volunteering her time speaking with Office Administration students and local administrative professionals. She was the subject matter expert for MUN's Faculty of Business in developing a six-day program entitled *Advanced Administrative Professional's Certificate Program*. Over the years she has also volunteered her time facilitating workshops for Junior Achievement and Scouts Canada and was a Beaver and Cub leader for eight years.

Debra has been married to her husband Wade for 31 years and they have two grown sons. They enjoy hiking and travelling and have travelled extensively throughout the United States and Europe.

Encouraging students, working with IAAP, collaborating with training agencies, and networking with like-minded administrative professionals are all part of what makes Debra proud to have chosen a career as an Administrative Professional.