

January 10, 2018

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To the Members of Iowa Grand Chapter:

I present my application for the position of Grand Secretary for the Iowa Grand Chapter, Order of the Eastern Star. My background, education and experience have prepared me for this opportunity.

After graduation from high school, I attended Nettleton Business College in Sioux Falls, S.D. graduating with an Executive Secretarial Degree. At that time, I typed 103 words per minute with two errors and also did Gregg Shorthand at a speed of 120 words per minute, transcribed with less than two errors. As a young adult, I was well-trained for an administrative secretarial career and, after marrying Bernie Bergeson and while we lived in Spirit Lake, IA, I worked for a local law firm typing legal briefs for the Iowa State Supreme Court.

In 1981 we moved to Altoona, IA, for Bernie's employment. I worked "mother's hours" for an attorney for a short time, then I began work at O'Halloran International as an Accounts Receivable Clerk; later I was promoted to the position as Private Secretary to the owner, Jim O'Halloran. During that time I learned the DOS Operating System for computers and became the company's technology specialist, installing computer software, troubleshooting and training employees. I also set up an Access database comprising their truck inventory as well as a customer database, allowing that information to be sorted and filtered for mailings, invoicing, advertising and other purposes as needed.

I accepted a job with Des Moines Area Community College (DMACC) in 1994 as a Project Secretary in the Advanced Technology Department at the Ankeny Campus. This was a new grant coordinated with Iowa State University and the Department of Education in Washington, D.C. It was my responsibility to oversee a 2.7 million dollar budget, ordering equipment needed, gathering data from both ISU and DMACC, and submitting expenses and monthly reports to the Department of Education.

When this grant was completed, I transferred to the Payroll Department where I worked as a Payroll Specialist. As DMACC allows employees to take classes and further their education, I took advantage of this, learning and later teaching classes in all phases of the Microsoft Suite, including Word, Excel, Publisher, Power Point and Access. During my 15 years with DMACC I was promoted to Administrative Assistant to the Senior Vice-President of Operations at the District Level. In 2003 I was selected to become the Administrative Assistant to the Provost at the Newton Campus. I worked in that capacity until December 2009, when I officially retired from full-time employment.

Currently I teach classes as an Adjunct Instructor for DMACC, starting in 2006 with face-to-face classes in Data Entry and Intro to Keyboarding, as well as Basic Computer classes, Word and Excel. In 2014 I began teaching online classes and continue to do that for both fall and spring semesters. My current keyboarding speed is 85 words per minute with one error.

The Order of the Eastern Star is such an important part of my life. I have served as Worthy Matron in Altoona and Newton. I served ten years as a District Instructor and was Worthy Grand Matron in 2005. I served on the Board of Directors for the Barthell Home in Decorah and currently am a member of the Board of Grand Trustees.

If elected by our Iowa members as Grand Secretary in October, I will bring my strong work ethic, dedication to Eastern Star and my experience in office administration to this position. Working together, we will continue to build on the strengths achieved in the Office of the Grand Secretary, making that office more fully digital, accessible and efficient.



**JoAnn Bergeson**

JAN 14 2018

**Work Experience**

Des Moines Area Comm. College  
Ankeny, Iowa July 1994 to Present

O'Halloran International  
Admin. Asst. to President  
Altoona, Iowa Part time 85-87  
8/87 to 12/92

My cover letter describes the different positions and experiences while employed at these two facilities.

**Personal**

I was married to Bernie Bergeson for 40 years before his passing in 2008. Together we raised four children, one son and three daughters. I enjoy gardening, camping and reading.

**Organizations**

Started Girl Scouts in Terril, Iowa in 1975. As District Girl Scout Leader, I was responsible for Dickinson County, Iowa, which included 5 towns, 21 troops and 400 girls from Brownies through Senior Girl Scouts.

Treasurer for Community Betterment Organization in Terril, Iowa. I helped write a grant through this organization which allowed our small town to receive grant money to put up street signs.

Also served on the Education Board through our church in Spirit Lake, served as a Sunday School teacher and helped with Bible School during the summers.

**Education**

Spirit Lake Comm. High School  
Spirit Lake, Iowa Graduated

Nettleton Business College  
Sioux Falls, SD Executive Secretarial Degree

American Institute Business  
Des Moines, Iowa 30 Credit Hours

A+ Computer Class  
Des Moines Area Community College National Certification

Core Classes for MCSE (Microsoft)  
Des Moines Area Community College Passed