



## **NATIONAL ADMINISTRATIVE PROFESSIONALS' WEEK**

April 20<sup>th</sup> - April 26<sup>th</sup>, 2025

## **NATIONAL ADMINISTRATIVE PROFESSIONALS' DAY**

April 23<sup>rd</sup>, 2025

**WHEREAS**, National Secretaries Week was organized in 1955 by the U.S. Department of Commerce, renamed to Professional Secretaries Week and in the year 2000 became Administrative Professionals Week; and

**WHEREAS**, Administrative Professionals Week 2024 focuses on honoring the Office Professionals who make offices work, reflecting the integral and significant role that office professionals play in modern business; and

**WHEREAS**, Administrative Professionals play an essential role in coordinating the office operations of businesses, government, educational institutions, and other organizations; and

**WHEREAS**, Administrative Professionals Week is observed annually, and in our nation, there are approximately 3.6 million Administrative Professionals who make important contributions at their workplace; and

**WHEREAS**, the City of Schertz Administrative Professionals have a combined total of over 100 years' experience; and

**WHEREAS**, the work of administrative professionals today requires advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service and other vital office management responsibilities, and most importantly, have the willingness to learn and accept new challenges; and

**WHEREAS**, Administrative Professionals serve as information hubs, managing and cataloging information, organizing the office space, and mastering office technology; and

**WHEREAS**, Administrative professionals are employed in public and private sectors, including business, government, and academic settings; and

**NOW THEREFORE** be it resolved that I, Ralph Gutierrez, Mayor of the City of Schertz proclaim  
**National Administrative Professionals Week-April 20<sup>th</sup> -April 26<sup>th</sup>, 2025**  
**and National Administrative Professionals Day-April 23<sup>rd</sup>, 2025**

in the City of Schertz, and I urge all citizens to thank the City of Schertz Administrative Professionals for providing beneficial services to our workplaces, our community and our economy.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Seal of the City of Schertz to be affixed on this the 1st day of April 2025

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Ralph Gutierrez, Mayor