

PAMELA FOONG MIM-CPT, PSMB-TTT, CPS, AInstAM

Since joining the Malaysian Association of Professional Secretaries & Administrators (MAPSA), formerly known as SSM in 1976; Pamela's passion for continuous learning and development for secretaries and administrative professionals is reflected in the numerous activities throughout her term of office both as President and in various portfolios in the Governing Council. Her last portfolio was Conference Programme Director for the 2017 Administrative Professionals Summit and was the Conference Director for three consecutive years 2013, 2014 and 2015 during the Administrative Professionals Week Conference which is held annually.

Pamela has more than 35 years of working experience in both secretarial and administrative areas including training of secretarial and administrative support staff in various industries namely, engineering, architectural, educational, heavy industrial equipment, pharmaceutical, semiconductor and loyalty programme.

Currently, Pamela serves as the Special Projects Manager on the Governing Council (also in 1994) as well as one of the Executive Directors of MAPSA Continuous Learning Centre (MCLC) since 2013. She has served as President for two consecutive terms of office from April 1998 till March 2003 and a life member since 1995.

Pamela is a Certified Professional Trainer (CPT) accredited by Malaysian Institute of Management and Pembangunan Sumber Manusia Bhd (HRDF) and conducts both internal and external talks, seminars and courses for administrative professionals.

In recognition of her outstanding contributions, Pamela was the recipient of the "SSMer-of-the-Year" Award (1984/1985); given to a deserving member of the Society (then SSM) and the Steadtler "Topstar Secretary-of-the-Year" Award in May 1994. (Staedtler Mars GmbH & Co.)

Pamela holds a Pitman's College Secretarial Diploma from Pitman's College, London, UK. She also achieved the Certificate of the Institute of Administrative Management, UK and the Certified Professional Secretary (CPS), USA; the highest rating for the secretarial and administrative profession.