

## Outstanding Member Award 2024

**Congratulation to Ms Ruth Ooi (F1025)** who received the **Outstanding Member 2024 award** for her ongoing contributions and service to SAAP over the past 20 years.

According to the Association's merit point system, as assessed by both the President and Advisor, her involvement includes serving as Assistant Honorary Secretary and Membership Chairman on the Management Council. Additionally, Ruth has participated in Ad Hoc Committees such as the Administrative Professionals Day Dinner and the Office Relocation Ad Hoc Committee 2024. She assisted as an Emcee at events, including the Management Council Installation Ceremony, and regularly attended SAAP events.

SAAP presented Ruth with an art-glass handmade decorative ornament during the Administrative Professional Week dinner on 22 April 2025. President, Josephine Kwan conducted an interview with Ruth.



**Josephine:** *Hi Ruth, our heartfelt congratulations to you on receiving the Outstanding Member Award this year. After you joined SAAP in 1989, you have been active in serving in various roles in the management council as Membership Chairman, Assistant Honorary Secretary and also ad hoc committees like Administrative Professionals Dinner. In general, what were your good times and also challenging moments like?*

**Ruth:** First of all, I wish to thank the President, Josephine Kwan and the nominating committee for recognising my voluntary work. I feel honoured and grateful to receive this award as it is a validation of the effort and dedication I have poured in over the 35 years. Being a Membership Chairman over the years had its challenge - ways of recruiting new members had been evolving and losing members for valid reasons had been heartbreaking. However, members have their priorities in life and I could not lament for too long. The good times were getting to know new members and their aspirations. During the inauguration ceremonies, I felt proud to lead them with the SAAP pledge as I welcomed new faces into our SAAP family. Good times also mean meeting up with members at various events.

Oh.....so much to catch up about everything under the sun. ha..ha..

Contributing my effort and time in various committees like helping in the packing and unpacking work during our office shifts, APD projects, performing emcee roles, besides volunteering in other duties over the years with hardworking teams were rewarding and fun. Receiving positive feedback and appreciation from attendees also brought me satisfaction and joy.

**Josephine:** *How did you manage to balance work, family and voluntary work at SAAP during all the years?*

**Ruth:** Although my job and family commitments came first, I was committed to SAAP work when I agreed to step in. I did slow down on my social activities with friends. With the time I could spare, be it running errands, travelling in MRT trains and buses, while waiting for appointments, or during meal and commercial breaks, I would be catching up with SAAP work mentally or communicating using electronic devices. My family commented that I was a super multi-tasker.... which I believe some of you members are, also. My hope is to see more members step forward to help SAAP in any way they could.

**“Alone we can do so little, Together we can do so much “ quote by Helen Keller.**



## Welcome Onboard

We warmly welcome three new members to join our SAAP's community.

### Geraldine Lee, Fellow Member (F1631)

Hello everyone! I'm Geraldine, currently serving as an Office Orchestrator at Limwood, where I support daily operations and help streamline administrative functions. I have a keen interest in organisational efficiency and workplace culture. Outside of work, I enjoy hiking, reading, gaming, and unwinding with C-dramas or catching the latest action from China GT racing.

I'm excited to join the SAAP community and look forward to learning and exchanging insights with fellow members.



### Jacelyn Ng, Fellow Member (F1632)

Hi, I'm Jacelyn - an Executive Assistant based in Singapore. I support senior leaders, keep calendars under control, and solve problems before they become problem. Outside work? I'm at the gym before sunrise, throwing weights and side-eyeing burpees.

I like things neat, fast, and (mostly) drama-free. Unless someone double-books a 9am. Then it's war.

### Erna Erlina Md Amin, Fellow Member (F1633)

I have been with TTS Group Pte Ltd for six years, growing from an Admin Executive to my current role in Admin, Marketing, HR. This journey has shaped me both professionally and personally. I am an introvert who loves meaningful connections, spontaneous adventures, and embracing change. Outside of work, I'm a proud cat lover who enjoys travelling, discovering new food spots, and spending quality time with family.

Every new chapter—whether in work or life—is a chance to grow, and I'm always excited for what's next.



## 54<sup>th</sup> Annual General Meeting (AGM) Saturday, 30 August 2025, 1 pm to 5pm

The 54<sup>th</sup> Annual General Meeting will be convened on **Saturday, 30 August 2025** at NTUC Club, #03-102 @ 10 Eunos Road 8, SingPost Centre, Singapore 408600. Registration and lunch (Halal) will commence at 1 pm. **AGM will start promptly at 2 pm.** The Notice of Meeting will be sent to you in due course.

We look forward to your continuous support and attendance at this meeting. To facilitate catering arrangements, please confirm your attendance by completing the [SAAP reply form](#)

