

resumé: Adele Siipola

(My most recent employment was the four years I worked as assistant to the Executive Secretary of the Harbor Dental Society, a group of 450 members. This group is a component of the Southern California State Dental Association, and affiliated nationally with the American Dental Association.

The duties included were varied: secretarial, such as typing, filing, collating, correspondence and follow-up. Also required was the composition of articles for monthly publication in our journals.

Special assignments were:

- 1) to organize committees for community health groups sponsored by the dental society. In this connection I had extensive personal and telephone communication with the dentists and the citizenry.
- 2) case work and follow-up for a panel of dentists who contributed their services to needy Long Beach high school students.
- 3) attend conferences for executive secretaries (there are five components to the SCSDA)
- 4) take charge of the office during the absence of the executive secretary.

I left this position, with regret, when we moved from Long Beach to the city of Orange.

Prior activities were voluntary, and over a period of ten years, included holding office (Treasurer, Vice-President-Ways and Means Chairman, President and Health Chairman) in our local school council of women, a 250 member group. At the conclusion of six years with this group, I was appointed to the Managing Board of the Community Welfare Council of Long Beach for two years. Later I served on the Health Committee Division of the CWC for two years. In the latter capacity I had the opportunity to implement and enlarge a program of physical examinations for Long Beach parochial schools and was liaison between the chairmen of these schools and the Long Beach City Health Department.

My earlier employment, following college, was as a reader in a publishing company in New York City, and later in the customer service department at R. H. Macy & Company in New York City.

VOLUNTEER WORK

1962-1969 ST. JOSEPH'S HOSPITAL - SANTA ANA, CAL.

- VARIOUS FUNDRAISING, IN-SERVICE AND ADMINISTRATIVE ACTIVITIES AS DIRECT SUPPORT TO HOSPITAL STAFF CONCERNED WITH PSYCHIATRIC CARE

1954-1959 LONG BEACH DEANERY (AFFILIATE OF NAT'L. COUNCIL OF CATHOLIC WOMEN) LOS ANGELES ARCHDIOCESE) -- LONG BEACH, CAL.

- AS THE HEALTH REPRESENTATIVE FOR THE LONG BEACH PAROCHIAL SCHOOLS PROVIDED LIAISON BETWEEN EDUCATORS, DENTISTS & SCHOOLS TO EXTEND A PILOT DENTAL CARE PROGRAM TO ALL PAROCHIAL SCHOOLS IN THE DISTRICT. WITH LOCAL DENTISTS INITIATED A DENTAL EXAM AND SCREENING PROGRAM FOR THE SCHOOLS. ALSO HELPED INITIATE A PROGRAM FOR AUDIOMETRIC & VISUAL EXAMS FOR THE SAME SCHOOLS. PROPER NUTRITION & HEALTH CARE WAS EMPHASIZED.
- DIRECT PARTICIPATION WITH A PROGRAM AT THE CHILDREN'S DENTAL HEALTH CENTER TO HELP UNDERPRIVILEGED CHILDREN SECURE DENTAL CARE AND INSTRUCTION IN NUTRITION VIA CLASSROOM LECTURE AND DEMONSTRATION
- HELPED INITIATE A PROGRAM TO UPGRADE NUTRITION IN THE SCHOOL CAFETERIAS.

1948-1953 ST. BARNABAS CHURCH, (LONG BEACH, CAL) AND SCHOOL HEALTH COUNCIL - (ONE SEGMENT OF THE PARISH COUNCIL)

- ARRANGED FOR, STAFFING OF 1st AID ROOM, ASSISTANCE TO VISITING NURSES, DOCTORS & DENTISTS, PRESENTATION OF PARENT EDUCATION FILM PROGRAM, ETC. -- ALL AS PART OF INITIATING A TOTAL HEALTH PROGRAM
- PARISH COUNCIL - (APPROX 300 WOMEN) -- PROGRESSED FROM THE ABOVE TO TREASURER, VICE PRESIDENT AND FINALLY, PRESIDENT.

MEMBERSHIPS - CURRENT

- LEISUREWORLD COMMITTEE FOR BETTER NUTRITION
THIS COMMITTEE HAS PARTICIPATED IN BRINGING LINUS PAULING TO SPEAK AT LEISUREWORLD THIS YEAR. MORE RECENTLY IT SPONSORED THE APPEARANCE OF WORLD RENOWNED NUTRITIONIST CAYELOD HAUSER.
- SUNDAY MORNING DISCUSSION CLUB (LEISUREWORLD)

OTHER

- ASSOCIATION FOR HOLISTIC HEALTH
- NATIONAL HEALTH FEDERATION (LIFE MEMBER)
- NATIONAL NUTRITIONAL FOODS ASSOCIATION
- PRICE-POTTENGER NUTRITION FOUNDATION

EDUCATION	NAME, ADDRESS, CITY & STATE	ATTACHMENT ③	ATTENDANCE DATES	MAJOR SUBJECTS
	ADDLEBACK COLLEGE - MISSION VIEJO, CALIF. - CLASSES IN "NUTRITION IN HEALTH & DISEASE" BY DR. F. VARESE - FORUM SERIES - "HOLISTIC HEALTH"		1976-1977	NUTRITION
	N. N. F. A. CONVENTION LAS VEGAS NEVADA - LECTURE SERIES BY CHERAKIN & PASSWATER		JULY '77	NUTRITION
	SEMINAR WITH CARLETON FREDRICKS (SPONSORED BY SCHIFF) ANAHEIM CALIF.		1970	NUTRITION
	BENJAMIN RUSH CLINIC - SANTA ANA, CALIF. - CLASSROOM COURSES IN PSYCHIATRIC CARE CONDUCTED BY PROFESSIONAL CLINIC STAFF FOR VOLUNTEER TO PROVIDE IN-SERVICE SUPPORT. ST. JOSEPH'S HOSPITAL		1962-69	MEDICAL CARE
	NUTRITIONAL SEMINAR - ST. ANTHONY HIGH, LONG BEACH (CALIF.) - A SERIES OF COURSES CONDUCTED BY ADELE DAVIS AND DR. MICHAEL WALSH TAILORED TO THE SPECIAL NEEDS OF SCHOOL FACULTY AND OTHERS CONCERNED WITH UPGRADING NUTRITION IN SCHOOL CAFETERIA		1954-1955	NUTRITION
	BRAKE SCHOOL OF BUSINESS - NEW YORK CITY N.Y. AND JOURNALISM		1934-1937 (NO SUMMER BREAKS)	BUSINESS & ENGLISH
<p>1975 TO PRESENT</p> <p>REGULAR ATTENDANCE AT NATL NUTRITIONAL FOOD ASS'N. SEMINARS, NATIONAL HEALTH FOOD FEDERATION MTGS. - MONTHLY & ANNUAL REGIONAL, SOCIAL MTGS, ANNUAL REGIONAL AND NUMEROUS WORKSHOPS & SEMINARS CONDUCTED BY VITAMIN/SUPPLEMENT MANUFACTURERS.</p> <p>CURRENTLY ENROLLED IN A PROGRAM OF STUDY LEADING TO A DEGREE IN NUTRITION</p>				

COMPANY, CITY & STATE	EMPLOYMENT HISTORY	DATES	POSITION	SPECIAL TRAINING
ADELE'S HEALTH FOODS, LAGUNA HILLS, CAL. COMPLETE RESPONSIBILITY FOR OPERATION OF THE BUSINESS; HIRING, BUYING, PRICING, SELLING, MERCHANDISING, PUBLICITY ETC.	1/76 TO DATE	CO-OWNER OPERATOR	COURSES & WORK EXPERIENCE NOTED	
<u>ATTACHMENT (4)</u>				
VITA CARE NUTRITION, HONOLULU HI. FULL CHARGE MANAGER OF TOTAL OPERATION EXCEPT BOOKKEEPING	11/72 - 12/75	MANAGER	PREVIOUS WORK/TRG. EXP.	
HOUSE OF NUTRITION, HONOLULU HI. ASSISTED OWNER IN ALL FACETS OF DAILY OPERATION OF STORE	6/72 - 11/72	CLERK	PREVIOUS WORK/TRG. EXP.	
CONCURRENT WESTPRO CO. - GARDEN GROVE, CAL. FIRST PRODUCT/SALES REP FOR STATE OF HAWAII FOR DR. DOMBACH/WESTPRO CO. &	6/72 - 11/74	PRODUCT REP.	PREVIOUS WORK/TRG. EXP.	
GWEN COSMETICS - NO. HOLLYWOOD, CAL. SAME AS ABOVE	6/72 - 11/74	PRODUCT REP.	PREVIOUS WORK/TRG. EXP.	
COASTLINE HEALTH FOODS COSTA MESA & TUSTIN, CALIF. BEGAN AS CLERK ASSISTING THE OWNERS IN ALL FACETS OF DAILY STORE OPERATION -- WORKED UP TO FULL CHARGE MANAGER	5/69 - 5/72	MANAGER	PREVIOUS WORK EXP. & EDUCATION	
HARBOR DENTAL SOCIETY - LONG BEACH CAL. ADMINISTRATIVE ASSISTANCE TO ARRANGE MTG'S. PUBLISH NEWSLETTER PROVIDE SERVICES TO THE MEMBER DENTISTS LIARON BETWEEN THE PUBLIC, DENTISTS AND THE L.A. COUNTY DENTAL ASSN.	1950 - 1962	ASST. TO EXEC. SECTY	VOLUNTEER WORK NOTED	
PREVIOUSLY IN, PUBLICATION EDITING, RETAIL SALES & DENT STORE ADMINISTRATIVE				