



NEWS RELEASE

Department of Communications and Community Outreach
6901 Charles Street Towson, MD 21204
443.809.5908 www.bcps.org

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CONTACT: Dept. of Communications/Community Outreach, 443.809.5908
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BCPS employee earns prestigious Certified Administrative Professional status

Princess Williams is fifth CAP designee in BCPS in past two years

Towson, MD – Princess Williams, an administrative secretary III with the BCPS Office of Network Support Services, has earned the prestigious Certified Administrative Professional (CAP) status from the International Association of Administrative Professionals. She is the fifth BCPS professional in the past two years to qualify for the certification.

Williams, a BCPS employee for 31 years, earned the designation after passing the CAP qualifying exam. The exam follows three months of study and covers six topic areas: organizational communication, business writing and document production, technology and information distribution, office and records management, event and project management, and operational functions.

“Earning CAP status represents a mastery of administrative functioning and management, and BCPS is fortunate to benefit from the expertise of Ms. Williams and others who have achieved this high honor,” said BCPS Superintendent Dr. Darryl L. Williams. “Congratulations to her and our thanks for being a great example of the professionalism and talent serving the students and staff of our school system.”

Last year, CAP status was earned by Gepsie Cox, CAP, executive administrative assistant to the chief academic officer; Pierre Francois, CAP, executive administrative assistant to the chief administrative and operations officer; Karen Horlacher, CAP, administrative assistant to the executive director of information technology; and Winopa Mbakop, CAP, administrative secretary III to the director of enterprise applications.

As of December 2021, only 4,385 administrative professionals are actively certified as CAP designees.

(Editor's note: A photo of Princess Williams accompanies this release.)

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[Baltimore County Public Schools](#), the nation's 25th largest school system, is focused on raising the bar and closing gaps to prepare our students for the future. Thanks to innovative and talented leaders, teachers, staff, and students, BCPS celebrates [many honors](#).