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Foreword by Olympia Dukakis; Introduction; Preface; In Their Own Words...Assistants Speak; Chapter 1 - Celebrity Assistants: An Evolving Career; Chapter 2 - What It Takes: Qualities and Skills Needed for Work; Chapter 3 - Job Description: The Sky's the Limit; Chapter 4 - The Art of Public Speaking; Chapter 5 - Event Planning; Chapter 6 - Good Manners Matter ...

Be the Ultimate Assistant - The Book by Bonnie Low-Kramen

Ebook Edition release date March, 2012 Foreword by Olympia Dukakis. A must-have insiders guide! Real life tools and advice for every professional assistant and their high-powered employers.

Amazon.com: Be the Ultimate Assistant: A celebrity ...

The goal is to bridge the gaps between executives and assistants to build ultimate workplaces - or as close as we can get. As a Global Leader and Trainer in workplace development, I know that success is all about the people. It always will be. Meet Bonnie. 10 Years of Excellence! Virtual Live, Live & On-Demand

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The course is for both seasoned and aspiring assistants, executive assistants, administrative assistants, personal assistants, and private service professionals who want their seat at the table as Executive Business Partners and as Executive Life Managers.

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Administrative Assistant Workshops, Online Courses ...

Ultimate Assistant Training & Consulting is committed to diversity and inclusion in the global workplace. We believe in supporting anti-discriminatory policies and practices as we work to build ultimate assistants inside workplaces where core values are rooted in excellence, belonging, and respect.

Ultimate Assistant Training & Consulting

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"Be the Ultimate Assistant" is not only for the career of "personal assistant", but really any woman in the workplace. Although this book is geared for that profession, I wonder if the author realizes that her words go across the table to many professions. There are numerous nuggets of experiences and information which can help in any walk of life.

Amazon.com: Customer reviews: Be the Ultimate Assistant

Be the Ultimate Assistant: A celebrity assistant's secrets to working with any high-powered employer Bonnie Low-Kramen Published by Nk Pubns (2008)

9780976326816 - Be the Ultimate Assistant: a Celebrity ...

"Be The Ultimate Assistant" is a must-have guide for all celebrity assistants, but especially for those who are aspiring to the role. The book includes enjoyable, amusing and eye-opening stories that provide instructive lessons for those who work - or wish to work - for the famous, wealthy and powerful; it is those stories that make this book a page-turner.

Amazon.com: Customer reviews: Be the Ultimate Assistant

The best way to reach me or my assistant Jennifer is by using the form below. We will reply to every message personally, usually within 24 hours. That's what ultimate assistants do.

Contact Bonnie Low-Kramen - Be the Ultimate Assistant

Jacksonville, Florida Area A best-seller, Be the Ultimate Assistant, A celebrity assistant's secrets to working with any high-powered employer is a rare, first-hand look at the world of a celebrity...

Bonnie Low-Kramen - CEO & Founder - Ultimate Assistant ...

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assistant to oscar winning actress olympia dukakis and author of the best selling be the ultimate assistant it would be my pleasure to have you join us for a transformational and truly

.