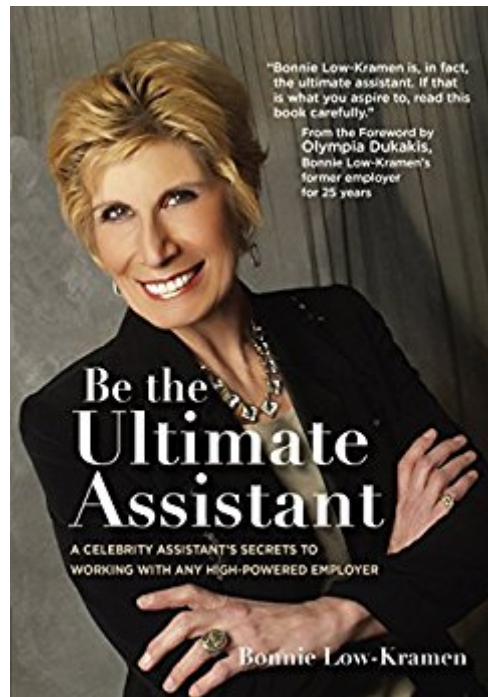


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# Be The Ultimate Assistant



## Synopsis

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. A first-hand look at the world of a celebrity assistant, and its application to the larger realm of all professional assistants. Enlightening and entertaining, this book is filled with true stories and lessons from author Bonnie Low-Kramen's 25+ years working with Academy Award-winning actress Olympia Dukakis. Low-Kramen is also a co-founder of New York Celebrity Assistants (NYCA). THE AUTHOR COMMENTS... I love being an assistant. In fact, I strive to be an ultimate assistant, someone who seeks excellence and improvement - not just on some days, but every day. I don't always succeed, but this is what I try to do. Are you so inclined? Ultimate assistants are like that, and I am privileged to know quite a few, including some whose experiences are in the book. I wrote the book for three reasons. The first is that this work is frequently misunderstood and has been subject to warped misconceptions by the media. The second is that there are too few resources for assistants, and certainly not only those who work for celebrities. Third, there is a tremendous curiosity about the work. I decided that I was in a unique position to set the record straight and tell it the way it really is to those who actually want to know the truth of it! 18 chapters include: How do you find a job? Glamour, Glitz and other perks. Salary & Benefits. Stories & quotes from assts. Skills & Qualities Needed. Public Speaking. Event Planning. Resources-To-Go.

## Book Information

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## Customer Reviews

If you're a seasoned professional you'll find this a quick read. Nothing ground breaking ... but solid information on common sense problem solving, standard organizational structure and etiquette best practices. Great refresher tool - thin on recent developments in the field. Available in the Kindle Lending Library at no cost.

The Ultimate Assistant by Bonnie Low-Kramen was detailed enough for those of us who really are looking to continue as Executive Assistants. It emphasizes the importance of intelligence, thinking and getting jobs done without much help and just really working hard to research tools needed in a job that you are really on your own to do. It is all about working independently and using all resources including other key people to get the job done. I like the great examples of doing unexpected jobs and the "out of your way" challenges and hurdles that come up and have to be overcome in order to get it right for the executive. That is the true challenge of good executive assistants. To find a way no matter how. I liked how the book is spersed with interesting and valuable inspirational quotes between chapters. It's a good book to keep at hand and reread.

â œBe The Ultimate Assistantâ • by Bonnie Low-Kramen, is an excellent reading not only for all the professional Assistants, or aspiring Assistants, but also for everyone who wants to know more about how a relationship employer/assistant can be successful , earning each other, even if professional and personal lines often cross if you spend most of the time together every day. Bonnie IS really the Ultimate Assistant, and through this book she shares the importance of working hard to get the jobs done, the value of seeking excellence and improvement, solving the most unusual problems at the same time and with a positive attitude. All the qualities, the skills and the practical information for being a professional Assistant â “ outstandingly described and suggested in 18 chapters - are an extraordinary helpful tool and, above all, they clearly illustrate the assistantâ ™s work, which is often misunderstood and underestimated. I love how this impressive writing encourages, educates and inspires all of us by showing great examples and offering useful and detailed suggestions.

Whether you are an aspiring professional assistant or celebrity assistant, I recommend this book. It

is full of info for those new to an administrative career. However, I've been in the profession for over 20 years, so this book served as motivation for me to kick it up a notch!

I kept seeing Bonnie Low-Kramen's comments on LinkedIn forums and based on the wisdom she shared there, I decided to investigate her book. As Estate Managers working with high net worth and celebrities, we are frequently placed in "assistant" roles and in actuality, we have to be a "jack-of-all-trades". I bought her book because I felt that she would have excellent advice and tips that would help me in my career and I got far more than I expected. She wrote the book in a clear and concise voice that I could almost hear without ever knowing how she spoke. She shared delightful, heart-warming stories and many subtle nuances and insider tips that you will not see in any typical training class. The book was filled with so many resources that I would consider this a valuable reference for assistants at all levels. Her compilation of resources is worth the price of the book alone! I recommend buying several copies of this book and sharing with friends and colleagues about how to become and how to find the ultimate assistant as well. This book should be standard issue for every office assistant.

Bonnie is right on point with this book. The Book "is a one of a kind for the Personal Assisting industry". Really. The stories she shares are great examples and so common in the industry. She makes the reader feel as if they were working with her and Olympia. Bonnie gives good pointers for people looking to break into this field as well as good contacts for internet searches, recruiters, and unique and cool gift ideas. This is a good desk reference book. Buy it and you will not be sorry.... I love it...

Ms. Kramen imparts wisdom for the person looking to be assist a celebrity in particular, but also for anyone looking to embark on the service professional path. She speaks about the traits that help and hinder the assistant, ways to perform the job better, as well as how to land the perfect job (whether you're already in the profession or not). Even so, I believe much of what Ms. Kramen discusses can be applied to any profession - but most notably to those of us in helping careers. As a former executive assistant and newer recipient of administrative assistance, I found this book immensely helpful. In fact, I even found myself feeling wistful of my days as an assistant - for those of drawn to this work, it most certainly is a labor of love! I wish I had known about this book when I was in the field, as I suspect my career choices might have steered me in another direction! I look forward to sharing this with all of the employees and service providers in my life! I can't recommend

this book highly enough!

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