

I AM...

ADMINISTRATIVE PROFESSIONALS DAY - APRIL 27, 2016





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**I AM...**



# A COMPUTER AND APPLICATIONS EXPERT



“Someday people who know how to use computers will rule over those that don’t. And there will be special name for them - Secretaries.”

*Scott Adams*





# A CAREGIVER



**DIPLOMATIC**



# A DEN MOTHER



“Happy is the man with a wife to tell him what to do and a secretary to do it.”

*Lord Mancroft*



A vintage sepia-toned photograph of a woman, likely from the late 19th or early 20th century. She is wearing a large, dark, wide-brimmed hat with a veil. Her attire includes a dark jacket over a checkered vest and a white blouse with a high collar. She is holding a revolver in her right hand, which is resting on her lap. The background is a plain, light-colored wall.

# A GATEKEEPER



CEBI

# A KEEPER OF SECRETS

**“Always be nice to secretaries, they are the real gatekeepers in the world.”**

*Anthony J. D'Angelo*



**THE FIRST ONE IN**



# THE LAST ONE TO LEAVE



“And so while the ones depart to their dinner, the secretary stays, growing thinner and thinner, racking her brain to record and report what she thinks that they think that they ought to have thought.”

*Arthur Bryant*





**A MULTI - TASKER**





**AN EVENT PLANNER**

## A PEACEMAKER



**“My boss frequently gets lost in thought. That’s because its unfamiliar territory”.**

**“Executive ability is deciding quickly and getting somebody else to do the work.”**

*John G. Pollard*



# AN ORGANIZER

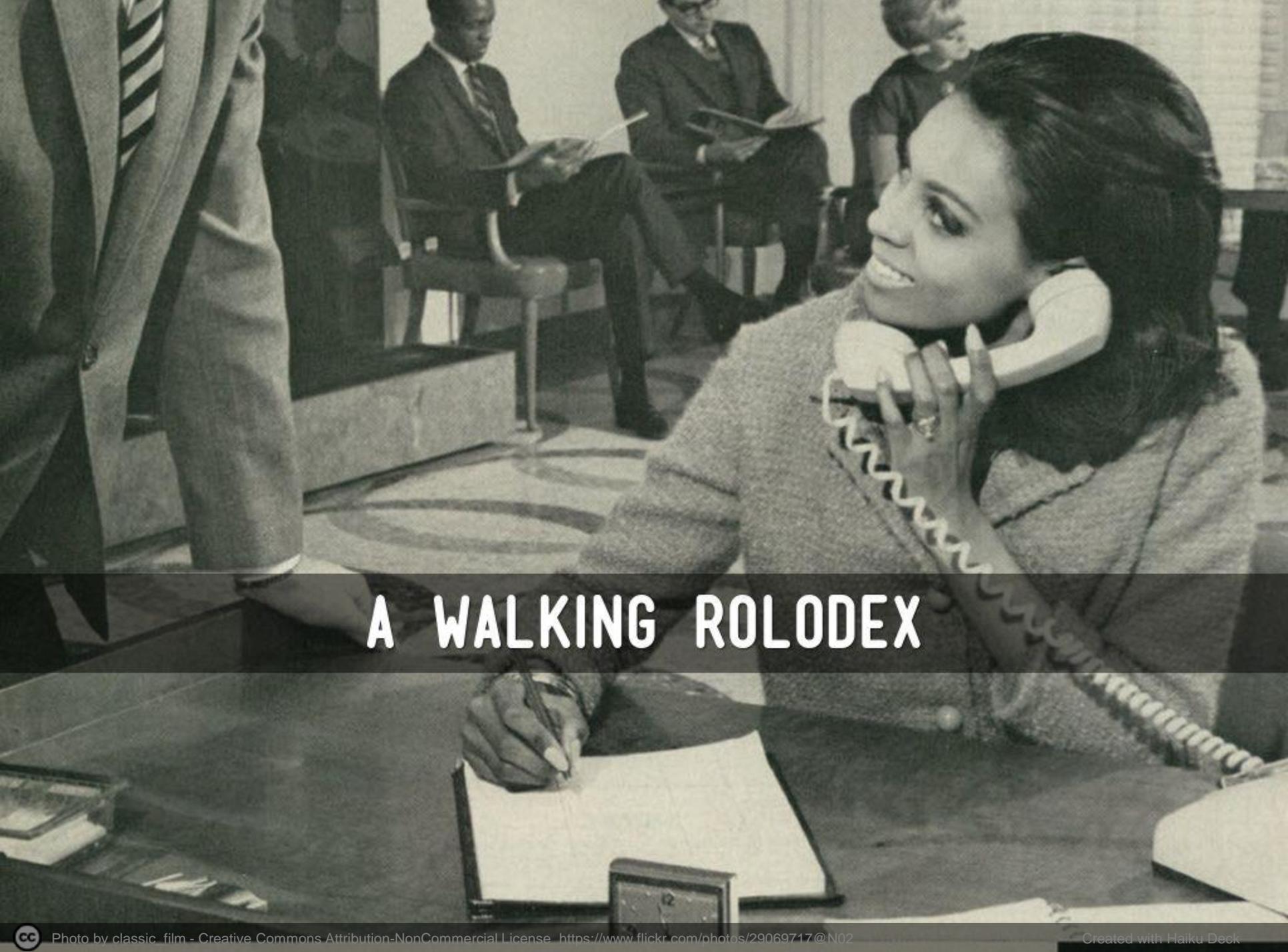


“Responsibility without power – the fate of the secretary thru the ages.”

*Ariel Dorfman*



# A PROBLEM SOLVER



# A WALKING ROLODEX



**“Accomplishing the impossible means only that your boss will add it to your regular duties”**



# SUPPORT





I AM AN

- ADMINISTRATIVE ASSISTANT
- EXECUTIVE ASSISTANT
- OFFICE COORDINATOR
- OFFICE MANAGER
- A RECEPTIONIST

THE PULSE OF THE OFFICE OR ORGANIZATION

“ I CAN DO NO OTHER ANSWER MAKE,  
BUT, THANKS AND, THANKS.”

*William Shakespeare*

SHORPY





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