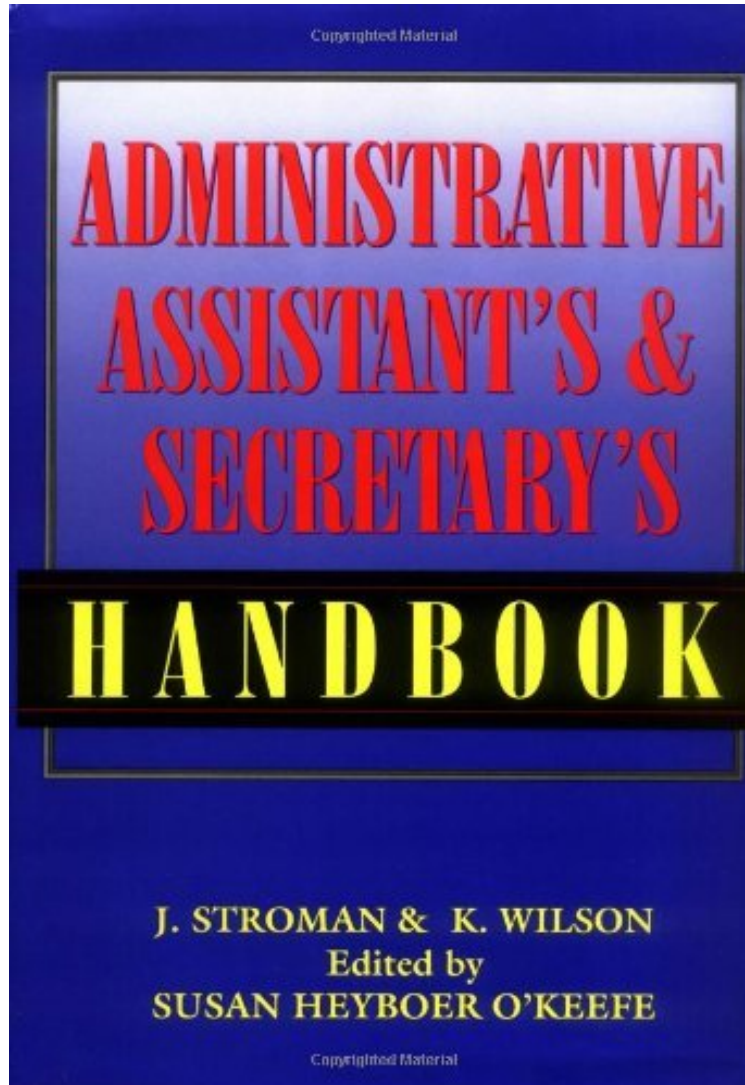


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The Administrative Assistant's and Secretary's Handbook

James Stroman, Kevin Wilson

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About the Author James Stroman (Dallas, TX) has worked as an executive assistant to an army general, a governor, and the owner of an NFL football team. Kevin Wilson (Atlanta, GA) is vice president of Videologies, Inc., a company that specializes in training administrative professionals in Fortune 500 companies. Jennifer Wauson (Atlanta, GA) is president of Videologies, Inc.