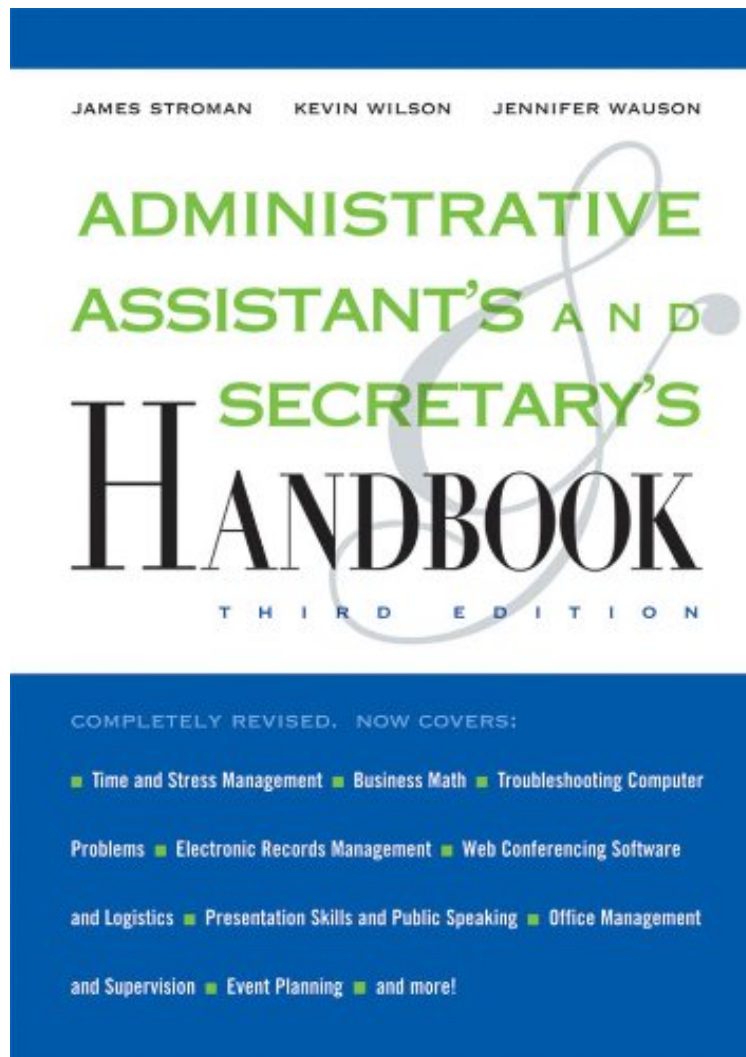


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## Administrative Assistant's and Secretary's Handbook (Administrative Assistant's Secretary's Handbook)

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army general, a governor, a university president, and the owner of a National Football League team. He is the author of Secretary's Manual, and has also written several successful cookbooks. He lives in Dallas, Texas. Kevin Wilson is a writer, instructional designer, training consultant and Vice President of Videologies, Inc., a company that specializes in training administrative professionals in Fortune 500 companies. His programs have won numerous awards and have been translated into 12 different languages. He lives in Acworth, Georgia. Jennifer Wauson is a training consultant, project manager, and President of Videologies, Inc. She has managed multimillion dollar training projects, produced and directed a national television series, and produced award-winning multimedia training programs for companies such as IBM, Sony, Chevron, and Compaq. She lives in Atlanta, Georgia.