

B	I	N	G	O
Transcribe Dictation	Administrative Professional	Consult Co-Worker	Microsoft Office	Filing
Book Travel	Thanksgiving Cards	Make Reservations	Annual Review	Research
Type	Answer Phones	FREE	Make Coffee	Customer Service
BNA Forms	Cut-Off	New Client Request	Executive Assistant	Meetings
Online	Create PowerPoint	Copy Job	Lunch and Learn	Assist Clients

B	I	N	G	O
Make Coffee	Filing	Answer Phones	Research	Assist Clients
New Client Request	Customer Service	Cut-Off	Thanksgiving Cards	Annual Review
Type	Microsoft Office	FREE	Lunch and Learn	Book Travel
Consult Co-Worker	Make Reservations	Online	BNA Forms	Meetings
Administrative Professional	Transcribe Dictation	Water Plants	Burn CD	Copy Job

B	I	N	G	O
Make Coffee	Book Travel	Meetings	Burn CD	Annual Review
Administrative Professional	Water Plants	Consult Co-Worker	Type	BNA Forms
Thanksgiving Cards	Online	FREE	Executive Assistant	Microsoft Office
Assist Clients	Lunch and Learn	Cut-Off	Customer Service	Answer Phones
Research	Filing	Copy Job	Make Reservations	Transcribe Dictation