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

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B	I	N	G	O
Lunch and Learn	Executive Assistant	Answer Phones	Research	Assist Clients
Microsoft Office	Create PowerPoint	Customer Service	Schedule Conference Calls	Annual Review
Transcribe Dictation	Meetings	**FREE**	Filing	Book Conference Room
Burn CD	Make Coffee	New Client Request	BNA Forms	Make Reservations
Administrative Professional	Thanksgiving Cards	Type	Book Travel	Consult Co-Worker

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B	I	N	G	O
Lunch and Learn	Book Conference Room	Make Reservations	Book Travel	Annual Review
Administrative Professional	Type	Burn CD	Transcribe Dictation	BNA Forms
Schedule Conference Calls	New Client Request	**FREE**	Cut-Off	Meetings
Assist Clients	Filing	Customer Service	Create PowerPoint	Answer Phones
Research	Executive Assistant	Consult Co-Worker	Make Coffee	Thanksgiving Cards

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