

Bonnie Low-Kramen

Virtual Instructor / Private Coach at Be the Ultimate Assistant

Greater New York City Area, NJ, US

Custom Training for the Best Assistants, Author of "Be the Ultimate Assistant"

Biography

Services include: * Workshop Instructor in your city * Virtual Instructor via GotoMeeting * Keynote Speaker * Private Coach & Consultant I love to teach and speak about the ways to be the "ultimate assistant." One of my dreams is to provide training so that every assistant who wants a good job has the skills and the tools to get one. And when that happens, employers and businesses benefit as well. Today's workplace has plenty of room for improvement and I want my work to be part of the solution to make things better and clearer through training and education. The vision is for the relationships between assistants and employers to be healthy, respectful, and mutually beneficial. Take a look at some photos & quotes from the Chicago (Oct, 2012) "Ultimate Assistant" workshop at the Trump Tower. <http://www.slideshare.net/vsevans/btua-slides-chicago-oct-2012> Check out our free webinar replay? On Dec. 18th, technology expert Vickie Sokol Evans and I recorded a timely 1-hr. webinar called, "EA's Mastering the What-If's: Prepping for Crisis, Chaos, and Disaster." <http://bit.ly/RSPWIm> Please email me for the handouts.

Availability

Keynote, Panelist, Workshop, Author Appearance, Corporate Training

Industry Expertise

Professional Training and Coaching, Corporate Training, Training and Development

Areas of Expertise

Personal Development, Team Building, Administrative Assistants

Affiliations

DEMA, NYCA, IAPSP, IAAP

Sample Talks

Life-Changing Secrets from a Celebrity Assistant

?Life is what happens when you are busy making other plans.? John Lennon This quote by John Lennon speaks to what Bonnie Low-Kramen?s life as a celebrity assistant was like for 25 years. Through the work, she found her voice and created a life. Bonnie pulls back the curtain on the secrets of her uncommon resume as the Personal Assistant to Oscar winner Olympia Dukakis. She lived each day outside her comfort zone and faced down the fears of pulling off the impossible. You will be inspired and mo

Event Appearances

Be the Ultimate Assistant: Finding the Leader in You
Hays Conference

Education

Rutgers, The State University of New Jersey-New Brunswick
Bachelor of Arts (B.A.) English & Theatre

University of Nevada-Las Vegas
Theatre

Accomplishments

Co-founder of New York Celebrity Assistants (NYCA)

Bonnie was among 8 celebrity assistants who came together to create this important networking and professional organization for assistants to high profile individuals. This was the first organization of its kind and is now 125 members strong. www.nycelebrityassistants.com

Testimonials

Lucy Brazier

"Bonnie Low-Kramen is an evangelical, inspirational speaker. We can't wait to have her back in London in March. She is a real voice of truth and campaigner for assistants all over the world."

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