



Be the Ultimate Assistant: A celebrity assistant's secrets to working with any high-powered employer

Bonnie Low-Kramen

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5th Edition release date August, 2011 Foreword by Olympia Dukakis. A must-have insiders guide! Real life tools and advice for every professional assistant and their high-powered employers. A first-hand look at the world of a celebrity assistant, and its application to the larger realm of all professional assistants.

Enlightening and entertaining, this book is filled with true stories and lessons from author Bonnie Low-Kramen's 25+ years working with Academy Award-winning actress Olympia Dukakis. Low-Kramen is also a co-founder of New York Celebrity Assistants (NYCA). **THE AUTHOR COMMENTS...** *I love being an assistant. In fact, I strive to be an ultimate assistant, someone who seeks excellence and improvement - not just on some days, but every day. I don't always succeed, but this is what I try to do. Are you so inclined? Ultimate assistants are like that, and I am privileged to know quite a few, including some whose experiences are in the book. I wrote the book for three reasons. The first is that this work is frequently misunderstood and has been subject to warped misconceptions by the media. The second is that there are too few resources for assistants, and certainly not only those who work for celebrities. Third, there is a tremendous curiosity about the work. I decided that I was in a unique position to set the record straight and tell it the way it really is to those who actually want to know the truth of it!* 18 chapters include: How do you find a job? Glamour, Glitz and other perks. Salary & Benefits. Stories & quotes from assistants. Skills & Qualities Needed for the Job. Public Speaking. Event Planning. Resources-To-Go.

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