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**INNER CIRCLE**  
Assistant

Joan Burge brings almost 35 years of experience in the administrative field to this groundbreaking book! Everyone who plays a vital support role in an organization should read *Become an Inner Circle Assistant*!

The words *Inner Circle* conjure up visions of an elite group of people whose achievements are admired and whose Circle Assistant title doesn't show up on any org chart. That's the woman or the man who knows how to make and support the moves and shakers in the organization.

**BECOME AN INNER CIRCLE ASSISTANT** outlines the Inner Circle status as well as those in the position of strategy and workplace philosophy that will help professionals become top performers in work and in life.

The book presents the competencies that characterized office professionals and is based on the author's proprietary program, the Star Achievement Series®, which is used by thousands of administrative professionals nationwide. Learn these competencies and incorporate them into your work. You will increase your impact on the organization, be successful. They will increase their impact on the organization, be visible and recognized as a star performer, advance their position, increase self-esteem and levels of confidence, and ultimately achieve Inner Circle status.

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Become An  
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Assistant

SECOND EDITION

How to Be a Star in Your Profession  
and Achieve Inner Circle Status!

By **JOAN  
BURGE**

"This book is a landmark contribution of insight, wisdom, research-based advice and has widespread appeal for the professional organization, the leader with us and enthusiasm — the message is clear!"

Mike McCullough,  
Former President and CEO, Motorola Inc.

# Become An Inner Circle Assistant

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## **Become An Inner Circle Assistant:**

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with more resident billionaires than New York Hong Kong or Moscow Far from trickling down their wealth is burning up the environment and swallowing up the city But what do we really know about London s super rich and the lives they lead To find out more about this secretive elite sociologist Caroline Knowles walks the streets of London from the City to suburban Surrey Her walks reveal how the wealthy shape the capital in their image creating a new world of gated communities and luxury developments Along the way we meet a wide and wickedly entertaining cast of millionaires billionaires and those who serve them bankers tech tycoons Conservative party donors butlers bodyguards divorce lawyers and many more By turns jaw dropping enraging and enlightening Serious Money explodes the fiction that wealth is a condition to aspire to revealing the isolation and paranoia which accompany it when the plutocrat s recompense a life of unlimited luxury ultimately proves hollow It is a powerful reminder that it is not just the super rich who get to make the city we make it too and could demand something different Because serious money is good for no one not even the rich An eye opening deeply disturbing fast moving journey through the lives homes and affairs of the filthy rich of London Danny Dorling author of All That Is Solid A wonderful and vital account of a city ruled by and for extreme wealth Anna Minton author of Big Capital

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