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Top Ten Ways To Spiff-up Your Resume:/-

- 10. Instead of "make coffee," you procure international resources to motivate and
- 9. If you take memos, you now expedite inter-office communication.

empower staff.

- 8. You might type letters, but now you facilitate company communication with national and international clients.
- 7. When you file, you manage 2. You buy gifts when boss and organize data for efficient retrieval of corporate so you facilitate crisis managerecords.
- 6. You unjam the copy machines, so you now maintain high-tech equipment vital to day-to-day opera-

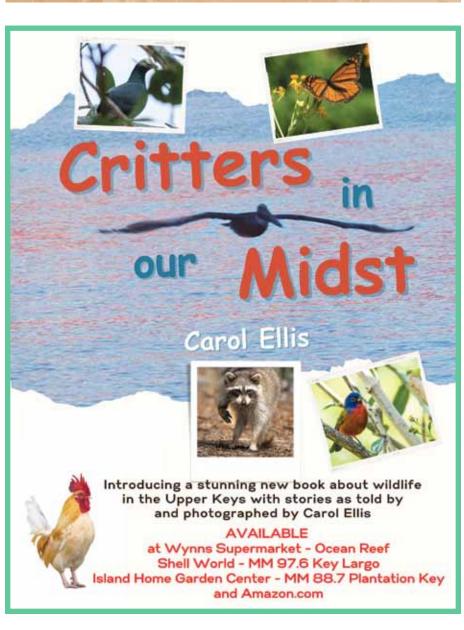
- 5. Instead of "answer the phone," you manage communication between staff and customers.
- 4. You listen to office gossip and complaints. So you act as a corporate arbitrator and manage conflict between administrators and staff.
- 3. If you order office supplies, you now manage inventory of critical corporate resources.
- realizes they need something, ment at the executive level.
- 1. When you get little respect in the corporate environment, you work well under pressure and excel as a team



HOW TO WALK A HUMAN A DOGS GUIDE

Humans need exercise. If they don't get it they become "chubby". It's up to you to save them.

- I. Allow your human to tether themselves to you. This keeps them from wondering off or running away.
- 2. Your human will probably need breaks. Be considerate and stop and sniff often.
- 3. Bark frequently. Humans have short attention spans.
- 4. When you go to the bathroom, walk away. If you have trained your human correctly, they will pick it up.
 - 5. Periodically drag your human as fast as you can. This is called interval training.
 - 6. Do not allow your human to shorten the walk. They are being lazy. Sit in protest if you must.
 - 7. Once back home, allow your human to remove their tether, then lick their face many times. This is positive reinforcement for a job well done.



SWAP MEET

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