



# GINA COTNER

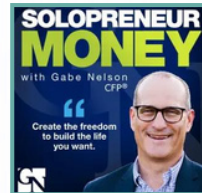
HIGH CALIBER | PART TIME | VIRTUAL | EXECUTIVE ASSISTANTS

Gina Cotner is the CEO of Athena Executive Services, a firm dedicated to helping busy business owners, entrepreneurs, and executives achieve work-life balance. With over 15 years of remote work experience, she has mastered the art of living from her calendar and coaches others on time management. Gina and her team of remote, part-time executive assistants free up their clients' time to do what they do best.

As many clients have found, the right executive assistant can be a true partner to help get the "have-to's" off your plate, so you can focus on the "want-to's" An avid pickleball player, Gina was born and raised in the Pacific Northwest, and she splits her time between Seattle and the central coast of California.



## As Seen On



## Signature Topics

- How to Get Phenomenal Results Working with Your Executive Assistant
- 411 on Virtual Assistants: Understanding What Type of VA You Need
- You're the Problem: Why Assistant Hires Aren't Working Out
- Why Hiring an Executive Assistant is Key to Creating a Business That Supports Your Lifestyle

## Host Questions

- How do you qualify the executive assistants that work with you?
- What is the difference between a virtual assistant and an executive assistant?
- How can an executive assistant hold you accountable?
- What are the best practices for a successful working relationship with your executive assistant?
- How long does it take before your executive assistant is taking tasks off your plate?

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