

# GINA COTNER

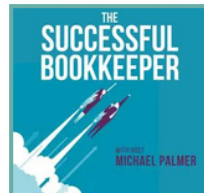
HIGH CALIBER | PART TIME | VIRTUAL | EXECUTIVE ASSISTANTS

Gina Cotner is the founder and CEO of Athena Executive Services, a firm that pairs virtual Executive Assistants around the United States with swamped and successful entrepreneurs and executives. Her team of high-caliber Executive Assistants work part-time, from home, taking many tasks and projects off the plate of successful people, leaving them free to spend their time where they are needed most.

Gina has worked remotely for over 15 years on national and international teams. More recently she has focused on the work-life balance, wellness and personal satisfaction of busy professionals. She is known for developing leaders and having them rise up around her.



## As Seen On



## Signature Topics

- Clone Yourself: Mastering the Art of Outsourcing To Get Out of the Weeds & Savor The Gift of Time Freedom
- How to Get Phenomenal Results Working with Your Executive Assistant
- 411 on Virtual Assistants: Understanding What Type of VA You Need
- Why Your Assistant Hires Aren't Working Out

## Host Questions

- Why should I delegate when I can do it myself faster, cheaper, and better?
- How do you qualify the executive assistants who 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?

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