



EXECUTIVE ASSISTANT SEARCH & CONSULTING

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Issue: 3



Greetings!

Hola!

It's the beginning of school, and soon, autumn will be here. I hope many of you have enjoyed summer vacations and time away from work.

I actually had a real vacation this year; I had a great rest and magical time celebrating my birthday with family at a beautiful villa in Cabo San Lucas (<http://www.cabohome.com>) which belongs to friends, Steve and Diane Love.

Heartfelt thank you to Diane and Steve!!

We swam with the dolphins, swam with each other, talked around the dinner table every night, made little movies, and enjoyed lots of great Mexican food and of course, margaritas! My 87 year old father and stepmom came all the way from Flemington, New Jersey; my daughter Abby, husband Paul and three children, (my grand girls), Sophie, Ella and Cate, came from Portland, Oregon; and my niece Marcia, with her fiancé Josh, popped in from Albuquerque, New Mexico.

In This Issue

Are You Looking for Right Work?

Spread the Word About Great Jobs!

Sanlin Cory and Al Adams in Right Work!



Al Adams, former Head of Lick-Wilmerding High School in San Francisco, finds that his Executive Assistant, Sanlin Cory, has transformed his job... for the better!



Sanlin Cory
Executive Assistant

The Story

Sanlin and I met one another decades ago when she first moved to San Francisco. She had an impressive background having worked as an Executive Secretary for the Governor of Florida and Arnold Palmer. Sanlin has always been at the top of her game and she has worked with some high profile executives including the CEO of Transamerica Corporation. Sanlin has always had a great deal of inner wisdom and was always clear about her current priorities, what she was good at, what she needed to get paid, and her values, her biggest talents and strongest skills.

One day, Transamerica Corporation went away. Sanlin called me. By now, Sanlin had married and had a son. "I'm a cofounder and on the

Biggest takeaway from my vacation and my big birthday?

Make time to play and be with those you love. Truly, time does go faster the older you get!

Back to Work

Meanwhile, EASearch marched on while I was gone and with the help of technology and mostly, my valued team, Beth Parker and Malia Winn, we filled some fabulous jobs and were retained to fill others.

Please feel free to spread the word about these wonderful new job opportunities.

Executive Assistant to Dynamic Team

Established financial services firm with a culture of team, respect and kindness, is search for a professional EA to support a dynamic executive and his team. Please have a track record of working on teams and supporting multiple managers. There is a culture of work life balance, with a strong collaborative style.
Financial District, San Francisco

\$92,400 base plus guaranteed bonus and excellent benefits

Executive Assistant to CEO and COO of Global Technology Firm

Support dynamic executive team of growing software company with employees from around the globe. Upbeat, hip and fun, this company is positioned to give the big boys a run for their money. If you have minimum five years supporting a startup or senior management, and are ready to jump into the deep end of the pool and take your commitment to excellence as seriously as your sense of humor, send along your resume.

Downtown San Francisco

Negotiable salary, competitive benefits and a lot of fun

Executive Assistant to Founder and CEO: Award Winning Textile Design Firm

Please have ten years+ supporting C level executives in related industry. Person will assume more and more responsibility as CEO is liberated in time and energy. Company is industry leader. Potrero Hill, San Francisco

To 100K/year plus paid benefits

We celebrate Labor Day with an appreciation for the value and interdependence of all of our labor!

EASearch depends on you and our client companies for our very existence. We deeply appreciate you individually, and enjoy watching the increased impact of senior executive support in our client companies. You each work with companies who depend on each other and on you for their survival and success.

We appreciate the opportunity to stay in touch with you and thank you for your interest in our communication.

Warm regards,

Leni Miller

**Are you or someone you know,
LOOKING FOR RIGHT WORK?
If yes, read on!**

I have written a book which tells the stories of people who found their right work and how they did it. I have identified the steps they all took to find or create right work. My book is in final editing stages.

My book has been written to inspire people to know who they really are, and then be able to find the work that uses their gifts and reflects their values and

board of a new preK independent school" she said. I have such a passion for education. Sanlin's parents were both educators; it was in her DNA.

"I want to be careful the next time I find a job," she said to me. "I want to find a job where I can make a big difference in my manager's life; really transform his/her work and life, a job that connects with my heart and interests, that gives me a lot of time in the summer to be with my family, and that has good benefits and pays me \$xxyy." The salary was the last on the list but very high on the current scale.

When I hung up the phone, I remember being very clear about Sanlin's priorities, values and skills.

Some weeks later, I had a new client referred to me. Head of School Al Adams was a national superstar in the world of Independent School Heads. He was extremely engaged in community affairs, national professional associations and managed a large, successful independent school in SF.

priorities at this time in life.

The working title ?

Be Your Gift!

The five steps to finding your right work

Over the years, I have had the privilege of placing some people in jobs wherein they had found their right work and their Manager then was able to do her/his right work at a significantly more effective level.

This issue includes the first of a series of stories of people we have placed who have experienced the joy of being 100% in their right work. Because they are Executive Assistants, the ripple effect and power of the resulting partnership transformed both the Executive Assistant's experience in his/her job and life, as well as the Executive's. There was dramatic increase in productivity, creativity, and happiness on both sides.

It is my hope that my book, and first, these stories, will inspire you to know that you too have unique and precious gifts that only you can give to the world. If you are not yet in what you know is your "right work," I encourage you to consider taking the journey to discover what is *your* right work. Not only will you benefit beyond imagination, but so will your family, employer or clients, and the entire world.

Kudos for Sanlin upon Al's retirement:

1) From Susan Adams, Al's wife:

"These past six years at Lick have been among the most rewarding for Al -- and by extension, for me -- in his entire career. And that is

He functioned just like a CEO, but had never had great support. I looked around his office at dozens of piles. I listened to the amount of information and the number of people who grabbed his time. I saw the number of stakeholders he had to please.

"You need someone at the top of her/his profession," I said. He agreed.

While driving home, there was only one person I thought about. I called Sanlin as soon as I walked into the office.

"You aren't going to believe this!" I said. I have a search that matches every one of your priorities and values. You would use every bit of your senior level of executive support skill and... you can transform someone's life and work."

Sanlin didn't seem overly shocked that this opportunity had arrived. I told her all about it. She interviewed two days later. She was hired on the spot.

Al retired last June.

due in large part to you, Sanlin. Your competence, your great skills and your professionalism not only set a new and higher bar, but also enabled him to do the real work he's been wanting to do all these years."

2) From Al Adams to Sanlin in reference letter:

"I had no idea what a difference a first-rate executive assistant could make until Sanlin Cory came into my life six years ago. For seventeen years prior to her arrival I had relied, to the extent possible, on a mediocre assistant. As a result, I had become conditioned to attending to relatively low-level details, which sapped my time and energy as well as distracting me away from higher level concerns and opportunities. Sanlin changed all of that in very short order and has continually, and increasingly, become value-added since."

Sanlin received many expressions of love, support and appreciation from her colleagues when she too, left the school. Sanlin did certainly find her right work. Her support enhanced Al's experience and contribution to his right work as well! Sanlin's support leveraged Al's creativity, productivity and happiness, such that as his wife told me, "He now comes home singing!"

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