



## *Lizabeth Koloko-Green*

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## Biography

Lizabeth Koloko-Green is an Executive Assistant at Nutanix France and has over 18 years' experience working in international corporate environments, including companies such as Symantec France and Areda Computer Systems. She holds a degree in Office Management from the University of Paris Créteil and is certified as a Microsoft Office Specialist in Outlook, OneNote, and PowerPoint, and is bilingual in French and English.

Lizabeth is very passionate about learning and teaching Information Technology Software and often trains Executives, Sales Reps, and Administrative Professionals on Microsoft OneNote, Microsoft Outlook, Microsoft Teams, and Microsoft PowerPoint, as well as lecturing and speaking at conferences and events. She is a proud member of IMA France (International Management Assistants Network) and IAAP (International Association of Administrative Professionals).

Lizabeth was selected to represent France in the 2018 World Administrators Summit in Frankfurt as well as in the 2021 World Administrators Summit in Wellington, New Zealand.

Lizabeth grew up in Fremont, California, but was born in Paris, France, where she currently resides with her seven-year-old daughter, Aaliyah. In her spare time, she loves studying and learning foreign languages and new information technologies. She is currently studying German and Mandarin Chinese.

## Session: Take your digital skills to the next level with Microsoft 365

Productivity and efficiency are essential factors in the modern workplace. Microsoft 365 has set the standard for office productivity software and offers a robust collection of innovative tools that allow people to do their work faster, smarter, quickly, and more efficiently.

Learning the powerful features of the Office Suite and developing an awareness of the shortcuts available to you (software features) can make a difference in the way you work and can result in substantial efficiency gains that will boost your career.

## Learning Objectives:

In this one hour session, you will learn:

- Practical tips on how to use the powerful features of Microsoft 365 effectively on any device (from your desktop, tablet and mobile device) to make a difference in the way you work.
- How to work with a new collaborative mindset: shift from siloed apps to a single focus in all your activities.
- Learn how to get better results from your software, get out of your comfort zone and distinguish yourself as a power user with the uncanny ability to get things done for yourself, your team and your company.

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This session is worth 1.5 IAAP recertification points.