

**From:** [REDACTED] <[REDACTED]>

**To:** [REDACTED] <[REDACTED]>

**Date:** Wed, 05 Dec 2012 18:18:25 +0000

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I'm not quite sure how to define to a tee what my responsibilities are. It has always been to do whatever needs to be done. Whether it be looking for tea sets, getting leather samples for gym equipment and organizing recovering them, looking for white rugs, looking for apt furniture, [REDACTED] furniture, printing photos, buying gifts, organizing travel(booking tickets, cars) dealing with staff schedules, ordering take out for dinners/snacks, ordering things for you and houses online, ordering dishes and silverware for 71st and [REDACTED], answering questions regarding how [REDACTED] is structured or finding out who can answer,