



ADMINUNIVERSE™ ANNOUNCES LAUNCH OF NEW WEBSITE AND 2018 CLASS SCHEDULE

November 01, 2017; San Jose, CA - AdminUniverse™ today announced the unveiling of their new website at www.AdminUniverse.com. In addition, they announced first quarter 2018 class schedule for their one-day Star Meteor™ workshop.

“I’ve taught this one-day workshop to 100’s of Administrative Professionals over the past few years, and witnessed amazing results from our attendees,” stated Joanne Linden, CPS, CEAP and President, Master Trainer, for AdminUniverse™. “In this highly-interactive workshop, the amount of pertinent and useful information covered is uniquely delivered to a small class size of no more than 25 students. The workshop can be custom-tailored to corporate goals and is a perfect adjunct to educational training for an organization’s Admin community.”

AdminUniverse™ since 2011, has offered exclusive training, and specialized workshops for Admins, Executive Assistants, Office Managers, and Administrative Professionals. AdminUniverse is an authorized user and facilitator for the Star Achievement Series® authored and written by Joan Burge of Office Dynamics International Inc. Star Meteor™ One-Day Workshop.

This wonderful program takes the best concepts of Star Achievement Series® Level I, which is a 4-day, 4-module program, and condenses it down to action-packed, highly motivational material that can be used immediately by driven Administrative Professionals who either want to enhance their skills or become more efficient at everyday tasks. Class Schedule – for Star Meteor™: February 27 – Mtn View CA / February 28 – San Francisco CA / March 7 – Pleasanton CA / March 8 – Sacramento CA. For details see www.adminuniverse.com.

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