



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: Increase Your Productivity with User-Friendly Automation Tools

In this one hour session, you will learn how to automate your workflow and business processes by integrating several automation tools such as Power automate, Flow, PowerApps and others.

With the tools that you are currently using, you can streamline repetitive tasks, make processes paperless, and discover that you can save time and increase your productivity.

Learning Objectives:

- Discover automation using Microsoft Office 365 tools to automate basics tasks and retrieve data.
- Boost your daily productivity using email management, data file management, tasks and other tools.
- Discover a better way to get things done across your organization through digital and robotic process automation for onboarding management.
- Put intelligent workflows to work by automating time-consuming manual tasks with built-in AI capabilities, giving you more time to focus on strategic, high-value opportunities.
- Quickly and securely automate an Excel file to build a business process available and accessible on any device.

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This session is worth 1.5 IAAP recertification points.