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**From:** [REDACTED] <[REDACTED]>  
**Sent:** Wednesday, December 5, 2012 6:18 PM  
**To:** [REDACTED]

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 tee sets, getting leather samples for gym equipment and organizing recovering team, looking for white rugs, looking for apt furniture, LSJ furniture, printing photos, buying gifts, organizing travel(bookings, 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 LSJ, answering questions regarding how LSJ is structured or finding out who can answer,=?xml version=.0" encoding=TF-8"?><!DOCTYPE plist PUBLIC "-//Apple//DTD PLIST 1.0//EN"  
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