



AI Training

DATE ISSUED

July 2026

 **Lead with AI**

This Certifies That

Kate Coffee

Has Demonstrated Practical Expertise By Implementing
A Minimum Of Four AI Assistants.

Hereby Recognized As A

Qualified AI Leader

CONDUCTED BY

Phil Kirschner

TRANSFORMATION PARTNER, LEAD WITH AI

✧ My Custom AI Agents ✧

My personalized AI partners for smarter work and greater impact.



KATE COFFEY
EXECUTIVE ASSISTANT
TO THE DEAN

HARVARD T.H. CHAN
SCHOOL OF PUBLIC HEALTH



Tina the Tracker

Transforms handwritten notes, notebook pages, whiteboards, sticky notes, meeting notes, and brainstorming sessions into organized, actionable information.

 Only me



Brenda the Briefer

Crafts clear, concise briefs and talking points that inform, align, and drive decisions.

 Only me



Will the Writer

Creates polished, professional written content tailored to the audience and purpose.

 Only me



Riley the Researcher

Finds, analyzes, and synthesizes information and data to support decisions and strategy.

 Only me



Nora the Note Taker

Captures decisions, action items, follow-up topics, and institutional memory during executive meetings and prepares organized meeting notes that feed future meetings and briefing documents.

 Only me



Susan the Scheduler

Tracks scheduling requests, identifies missing information, captures action items, monitors outstanding scheduling tasks, and prepares clean schedules.

 Only me

♥ Smarter workflows. More time for impact. ♥

CLEARER WORK | FASTER EXECUTION | SAFER AI | MORE IMPACT