



AI Training

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This Certifies That

**Bianca Quinones**

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

ChatGPT  
AI SYNTHESIS  
ASSISTANT

## Synthesis Aid

- Distills complex information into themes and next steps.
- Saves: Included in 1–2 hrs/week

Custom GPT  
PERSONAL BOARD  
OF DIRECTORS

## Leadership Board

- Pressure-tests decisions through multiple leadership lenses.
- Saves: Not yet quantified

Outlook Copilot  
AI EMAIL  
ASSISTANT

## Inbox Copilot

- Summarizes email threads and surfaces actions.
- Saves: 20 minutes/day



**Bianca Quinones**

Director of  
Administration

ChatGPT  
AI WRITING  
ASSISTANT

## Writing Partner

- Drafts and refines high-stakes communications.
- Saves: 1–2 hrs/week with synthesis

Claude  
AI PRESENTATION  
ASSISTANT

## Deck Builder

- Builds polished, editable presentation drafts.
- Saves: 1 hour / instance

Custom GPT  
AI PERFORMANCE  
MNGT ASSISTANT

## Performance Aid

- Turns documentation into coaching and corrective-action plans.
- Saves: 3–4 hrs/instance