❖ A COMPUTER PROGRAMMER

A person with whom one works in a profession or business. Some synonyms are **teammate**, **coworker** and **associate**.

❖ AN EXECUTIVE ASSISTANT

They are responsible for monitoring and optimizing the financial health of a business.

❖ KEEP IN TOUCH

A person who is invited to visit someone's home or attend a particular social occasion

❖ GUEST

They work with tasks such as scheduling; reviewing, prioritizing and responding to emails; answering and returning phone calls; organizing documents; maintaining records; taking notes at meetings and any other administrative tasks that help the executive perform their job.

❖ COLLEAGUES

Sometimes referred to as a **software developer**, a **software engineer**, a **programmer** or a **coder**, is a person who creates computer programs.

❖ A FINANCIAL MANAGER

To stay connected with a person