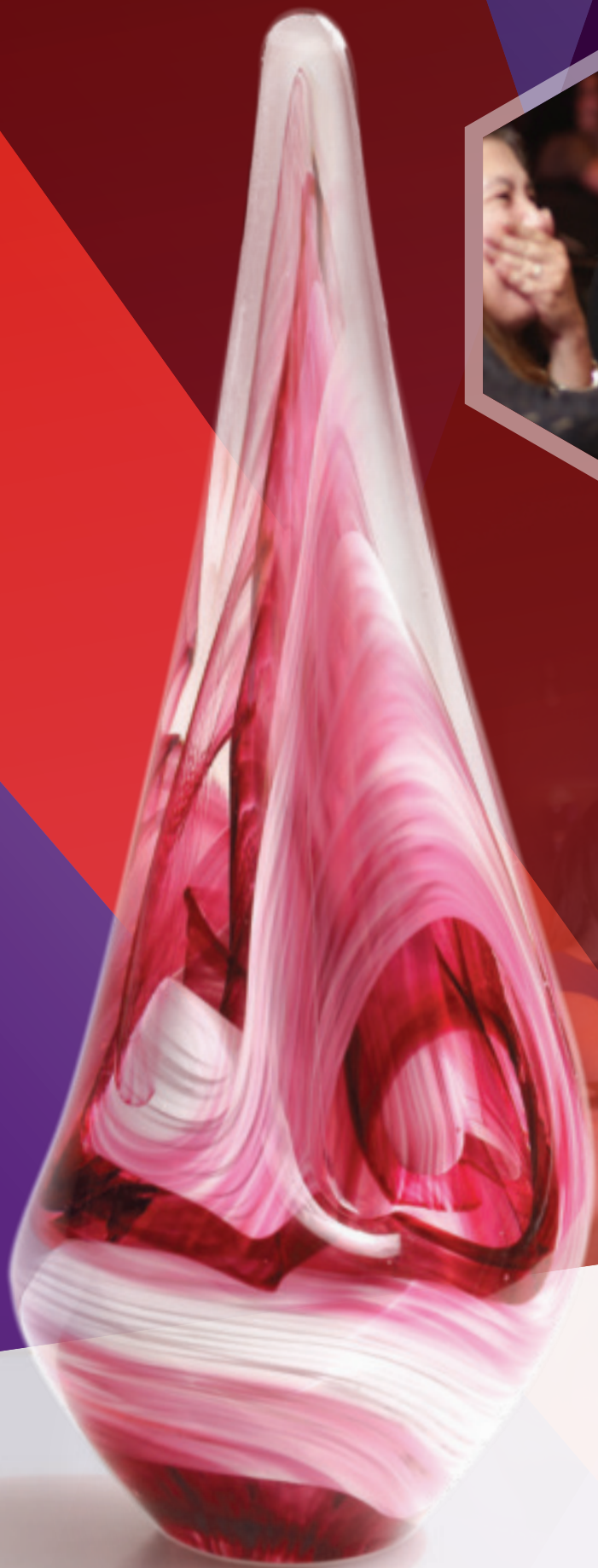


CORE 24

DALLAS

2015 ADMIN AWARDS™

NOVEMBER 2015



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A LETTER FROM THE FOUNDER



Welcome to “the ones who do all the work.”

Of the thousands of business awards programs in the country recognizing professional excellence, do you

believe there wasn't one that publicly recognized the invaluable contributions of administrative professionals. Nuts, right? Yeah, we thought so too.

So in 2012, we created one – in Dallas, and the response was overwhelming. Decades of “pent up appreciation” among the executive community collided with the inaugural 2012 Dallas Admin Awards, a concept created by the daughter of a career admin, and four years later here we are once again – celebrating and recognizing “the ones who do all the work.”

With Dallas in its fourth year, Fort Worth in its third, we recently announced that our first launch outside of Texas will be in Silicon Valley in May of 2016, where, for the first time in California's history, administrative professionals in the bay area will finally get the recognition they deserve too, officially marking our national rollout.

Since the very beginning, nobody needed convincing that this program was long overdue, including Colleen Barrett, arguably our country's most beloved former admin, now President Emeritus of Southwest Airlines, who responded swiftly and enthusiastically to this concept with a “count me in!” We continue to be incredibly thankful for Colleen's support as she passionately selects and presents The Admin Awards' most prestigious award, The Colleen Barrett Award for Administrative Excellence.

As most people know, Colleen began her career as Herb Kelleher's secretary and over the course of four decades, went on to become President and COO of Southwest Airlines, demonstrating for every admin that the sky truly is the limit for those who reach for it.

But Colleen isn't alone. We talk a lot about how critical the admin community is to their organizations and to this program. Without them there would be no need to celebrate, but each year we also become increasingly aware that if it weren't for the countless nominations from area business leaders who take time to recognize their exceptional administrative staff, there would be no awards program. And for that we thank you.

Each year, I reflect on a response I received long ago before officially launching The Admin Awards about the viability of a program like this, when someone informed me that “nobody's going to nominate their admin, for fear they'll be poached by a competitor.” Today I reply, “don't nominate a deserving admin for a program like this and you guarantee it.”

See you next year at The 2016 Dallas Admin Awards!

Sunny Nunan

Founder, The Admin Awards
Founder, Core24

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THE ROOKIE OF THE YEAR AWARD

The Rookie of the Year Award celebrates an administrative assistant or receptionist, new to the administrative profession (career as an admin started less than three years ago), who has demonstrated the greatest potential to excel. This award honors professionals who are starting their career as an administrative professional, have reentered the workforce as an admin or made a career change to an administrative role.

WINNER: HANNAH VOHRA TravisWolff



Hannah Vohra is a 2012 graduate from the University of Mississippi, where she received a Bachelor of Arts in Journalism. Hannah started her career at TravisWolff in 2014 as an entry-level administrative assistant and back-up receptionist. Her position quickly evolved to HR Assistant because of the needs of the department and Hannah's career goals.

Her current role as Human Resources Assistant at TravisWolff afforded her the opportunity to start her professional career path. Her experience ranges from campus recruitment to employee engagement, including benefit administration, onboarding program implementation, HRIS, intern program activities and a wide variety of HR and administrative responsibilities.

While she's only served in an administrative capacity for a year, Hannah's experience and expertise spans well beyond her tenure. Her accelerated development and proficiency with internal systems has become an invaluable resource for her team

and the entire department. She handles every challenge with professionalism, poise and grace. Hannah remains relentlessly committed to delivering the highest quality of work possible and continues to excel on daily basis.

Hannah incorporates her passion to serve through aiding the implementation of firm-wide community service projects and fundraisers, impacting the local Dallas community. She's made a big impact by coordinating toy and diaper drives to bring the collective efforts of the firm together in order to make a bigger impact to community non-profit organizations. Some of the organizations she supports include, Vogel Alcove, The Warren Center and REAL School Gardens.

In addition, Hannah is actively involved in the Village Church by regularly meeting with a Community Group. She is also a member of DallasHR and FLIGHT, Vogel Alcove's Young Professional's Organization.

FINALISTS



MELANIE LOTT
Cypress Point Wealth Management



KIM NGUYEN
Omni Dallas Hotel



NATALIE REA
ISN



KATELYN SABLATURA
Behringer

THE BIG IDEA AWARD

The Big Idea Award celebrates the administrative professional who has come up with an idea that had a considerable impact on a company, such as (but not limited to) increased revenue, reduced costs, improved operations, customer retention, etc. within the last three years. The Big Idea Award was created to encourage and inspire administrative professionals to communicate their ideas and ingenuity to senior executives within their organization.

WINNER: ASHFIA SALEMIN University of Texas at Dallas



Ashfia Salemin is currently an employee of the University of Texas at Dallas, where she works as an Administrative Assistant II in the Galerstein Women's Center. Anyone that meets Ashfia can immediately sense her value for disciplined work. As an Administrative Assistant, Ashfia is expected to be organized and friendly – and while these qualities are true, they alone do not do her justice. Ashfia is a leader, independent thinker and visionary.

When availability became an issue at UT Dallas' only lactation facility, Ashfia initiated the design of a calendar system to ensure nursing mothers were not walking into the center with nursing equipment only to find out the space was unavailable. Ashfia's system not only increased efficiency but also enabled nursing mothers to maintain their lactation schedule and plan months in advance. Her efforts also led the University to add more lactation rooms across campus, which could be accessed by all

registered users very efficiently.

Her selfless actions, commitment and strong interpersonal skills have proven to be invaluable to her work, and have created an environment at UT Dallas where students and staff feel valued and welcomed.

In addition to her administrative role, Ashfia also continues to leave an imprint at UT Dallas by serving as the Staff Advisor for the Bangladeshi Student Organization – a role she takes very seriously as she was an immigrant student herself. Ashfia's tireless commitment and dedication to helping her students earned her the Advisor of the Year award in 2013 and 2015.

Ashfia is also involved in coordinating other programs such as LEAP (LGBTQ Education, Advocacy & Programming) and the GESA (Gender Education, Support and Awareness) initiative. Through these programs, Ashfia hopes to help students excel academically, and to foster a climate of mutual respect.

FINALISTS



TAMI BIRLEW
DW Distribution Inc.



AMY GARRETT
WorldVentures



TARA WEST
Children's Health



Congratulations!

Charmaine Shier

7-Eleven Executive Assistant

2015 Dallas Admin Awards Nominee

Loyalty Award

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FINALIST IN THE 2015 DALLAS ADMIN AWARDS



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THE COMMUNITY CHAMPION AWARD

The Community Champion Award is awarded to the administrative professional who best demonstrates a commitment to serving others in their community and works internally to inspire employee volunteerism, community service and good corporate citizenship.

WINNER: JANA CLEMANS Pioneer Natural Resources



Jana Clemans has been a part of Pioneer Natural Resources for more than 14 years, where she currently serves as the Executive Assistant for Kerry Scott, Vice President of Corporate Reserves and a team of 15 other professionals. In addition to her daily administrative responsibilities, Jana has also written community service into her job description.

Jana's passion for philanthropy runs deep. She is the key coordinator for the Dallas CASA Classic, an invitational golf tournament, which raised \$1.5 million for Dallas CASA in 2015 – A non-profit organization that provides volunteer advocates for children who have been removed from their homes due to abuse or neglect. Drawing more than 700 golfers from around the country, the CASA classic is the single largest non-PGA related golf fundraiser in the country.

Jana's peers commend her for her tireless commitment and dedication to making the event a success year after year. She manages every challenge with grace,

positivity and enthusiasm. Nothing is too small for Jana to get involved in if she knows her efforts will make a difference. It's this willingness and level of care that motivates everyone Jana comes in contact with.

In addition to CASA, Jana also participated in the Habitat for Humanity home construction projects organized by Pioneer and is also active in the Corporate Challenge that supports the Special Olympics. Jana has also helped manage the Metroplex Energy Tennis Tournament for the past 5 years, which benefits Scottish Rite Hospital for Children, raising over \$60,000. Jana and her husband have four grown children. They have one granddaughter and a grandson is expected in early 2016. She loves spending time with family and friends as well as traveling, hiking, biking and snow skiing

FINALISTS



SKYE BOYD
AT&T



JACKIE CROWDER
Moroch Partners



SHARLA GUNN
Montgomery Coscia Greilich LLP



JOAN TEELING
PepsiCo

THE LEADERSHIP AWARD

The Leadership Award recognizes the administrative professional who serves as a leader and mentor to other administrative professionals (either by job description or hard-earned respect), leads by example, and is passionate about helping their fellow employees succeed and reach their goals.

WINNER: DEBORAH LIGHT FM Global



Deborah Light has been in the administrative field for over 30 years. She currently holds the position of Senior Executive Assistant to the Western Division Vice President at FM Global, a commercial property insurance company. Previous to working for FM Global, Deborah held executive assistant positions with Campbell Soup Company and Valmont Industries in Nebraska.

Deborah is hailed as a leader and mentor – commended by her peers for her energy, passion and ability to motivate everyone around her – especially her fellow admin.

When Deborah joined FM Global more than 9 years ago, she started to make an impact immediately. In addition to her daily job responsibilities, Deborah formed an admin support group to encourage learning and peer-to-peer sharing among FM Global's admin community.

Her commitment to helping and leading others has left a lasting impact on many, as one of her fellow coworkers shared,

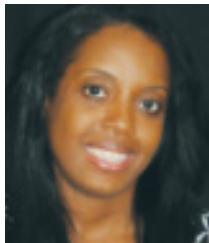
“Deborah encourages ALL admin to take more time and INVEST in themselves and their futures. She has motivated me to learn new leadership skills, which has created a whole new world for me.”

In addition to her leadership efforts at FM Global, Deborah has been a member of IAAP (International Association for Administrative Professionals) for over 12 years and received her Certified Administrative Professional certification in November 2005. She has held many board positions and served on numerous committees in Nebraska and Texas. She is also a member of the North Texas Nebraskans Alumni Chapter and serves on the board as Treasurer.

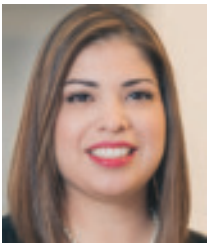
Deborah enjoys volunteering her time not only to IAAP and NTN, but also to the Ronald McDonald House of Dallas, Susan G. Koman Race for the Cure and the Angelmen Syndrome Foundation.

Deborah moved to Texas from Nebraska nine years ago to be near her two daughters and spend time with her three grandchildren.

FINALISTS



CORRAINA ANTHONY
Dallas Regional Chamber



DIANA BANDA-MOYA
AT&T



TIFFANY SIMMONS
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SANDRA STORK
Essilor of America

Congratulations to Dani Dawson
on being a finalist for the 2015 Admin Awards!

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Congratulations to Renae Bales, Admin Finalist!

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THE ACHIEVER AWARD

The Achiever Award recognizes the admin who successfully managed and completed a significant project that had a positive company-wide impact. For example, projects like office relocations, social media campaigns, corporate events and activities, software implementations, reorganizations and rebrands would be among examples of Achiever Award-worthy nominations.

WINNER: JAMIE TAYLOR Crescent Real Estate Equities



Jamie Taylor is an executive assistant for Crescent Real Estate Equities, LLC. In her role for the past eight years, she supports the Managing Director and Development Team. From project research to presentations to design and construction to handing keys to owners and tenants and everything in between, she is involved in all aspects of the real estate development process. She continuously strives to find more economical, efficient, and up to date ways to support and encourage her team and feels that no request is too big or too small to complete. With her tireless dedication, endless determination, and attention to detail, her team depends on her to get the job done right and on time.

Jamie's ability to learn new technologies and programs quickly has proved to be a tremendous asset for her team time and time again. She is an expert at navigating through high pressure and extremely critical situations and does so with poise and ease – always delivering a solution to

get the job done.

Prior to joining Crescent, Jamie worked in the commercial and residential interior design industry for ten years. Appreciation of visual and tactile surroundings has allowed her to explore and increase her creative side of thinking and problem solving skills.

Jamie is the proud – and favorite – aunt to fifteen nieces and nephews and is affectionately known as “Aunt Jamie” to several other special children. She spends her time away from the office traveling and volunteering as chorister teaching music to a children’s choir.

FINALISTS



KIRSTEN ALLEN
RealPage



RENAE BALES
KPost Company



LISA BELL
Southern Methodist University



LANA COPELAND
RGT

THE SPIRIT AWARD

The Spirit Award celebrates the administrative professional who consistently exhibits a positive, spirited outlook and exudes good energy that rubs off on everyone around them. Their can do attitude and overall spirit is contagious and uplifting, drawing people to them on good days and bad.

WINNER: ALITHIA GALLEGOS Working Solutions



With more than 12 years of business and office support experience, Alithia has a passion for helping others and strives to provide a “How did I ever manage without you?” level of service. Supporting the CEO, and executive team of a fast paced and dynamic organization is an essential role, which she has filled with grace and skill.

According to her coworkers, Alithia makes the sun rise twice – with her good nature, supportive spirit and winning ways. She displays grace under pressure, always working with great care and good cheer. Alithia epitomizes the best of Working Solutions’ brand and culture. She always puts service before self and Working Solutions is better because of it.

No matter the job, Alithia applies due diligence to achieve results worthy of being a best practice business. Her attention to detail and follow-through demonstrate an all-encompassing commitment. Big or small, the work gets done and is delivered with personal professionalism, which is her hallmark.

In addition to being a finalist in the 2015 Dallas Admin Awards, Alithia was nominated for Calgary’s White Hat Award for exceptional customer service in the hospitality industry, recognized as Employee of the Quarter for SAS Canada and awarded SAS’ Vice President’s Award of Distinction. While she is grateful for these achievements, Alithia prefers the day-to-day sense of fulfillment that she receives by making the impossible possible, averting potential emergencies, being the glue that holds everything together, and making it all look easy.

Alithia moved to Dallas from Calgary, Alberta, Canada in 2010. She leads an active and healthy lifestyle where you can often find her working out at the gym with her husband or discussing the latest breakthroughs in health and wellbeing. She also loves downhill skiing, hiking, spending time with family and watching Shark Tank.

FINALISTS



LINDA EWING
Children's Health



CASS PAYNE
Trintech



KRISTYN POTTER
Russell Reynolds Associates

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THE LOYALTY AWARD

The Loyalty Award is presented to the fiercely loyal administrative professional who has a 10 year or greater history of effective service to their current organization in an administrative role, and consistently demonstrates tireless dedication and commitment to supervisors, employees and customers.

WINNER: STEPHANIE ARNOLD TM Advertising



Stephanie Arnold believes in loyalty both at home and at work. She recently celebrated her 30th wedding anniversary with her husband, Jeff, and their two beautiful daughters.

Before starting her tenure at TM Advertising, Stephanie was an Administrative Assistant for 10 years for the County Attorney in Waco, Texas, until the Arnolds relocated to Dallas.

In 1995, she started working at Temerlin McClain (now TM Advertising) as an Executive Floater. She was promoted to work with CEO Dennis McClain and worked with him for more than 15 years until his retirement. Retirement, however, did not sever their close ties. She still helps Dennis out as a part-time personal assistant.

Stephanie's loyalty, hard work and dedication led to the wonderful opportunity to work for TM's new CEO Becca Weigman. Becca, who considers Stephanie to be her work partner, said that, "Stephanie is a super star! I could not do my job without

her. She is my rock." Stephanie's loyalty to Becca goes beyond professional, but also on a personal basis, too. They are the perfect TEAM!

Stephanie's professionalism, organization and effective management skills have kept her at the CEO level for 20 years. And her innate ability to bring order and peace of mind in a world of chaotic schedules and demanding responsibilities is valued by everyone she works with.

Stephanie knows the ins and outs of every detail of the agency, and goes above and beyond her calling as an executive assistant. As Becca always says, "Stephanie is the most important person in the building. She really is the engine that keeps the train moving. And smoothly, at that."

Stephanie's TM family was thrilled to help celebrate her 20th anniversary with the agency in October.

FINALISTS



CHARMAINE SHIER
7-Eleven, Inc.



SUSAN WALDRUP
AT&T



KIM YOUNG
Spring Valley Construction
Company

THE ABOVE THE CALL RECEPTIONIST AWARD

The Above the Call Receptionist Award honors the RECEPTIONIST who goes above and beyond the call in delivering an exceptional first impression and serves internal and external customers with professionalism, enthusiasm and care, leaving a lasting impression with all they come into contact with. (*NOTE: Nominee must spend 50 percent or more on average of their time daily fielding/handling phone calls in order to qualify for this award.)

WINNER: DANIELLE HAYLE Children's Health



Danielle Hayle began working at Children's Health in April 2008 as a Patient Access Representative in Admitting. She currently is working as a Patient Placement Access Representative supporting Acute Care Services. From answering the phones and connecting with outside physicians to providing directions and parking information to patients, Danielle goes "above the call" every single day – doing whatever she can to provide exceptional customer service to everyone she works with.

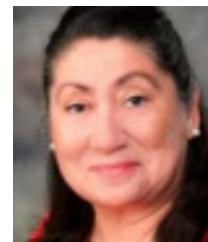
In her role, Danielle is often the first impression outsiders have of Children's Health and her positive attitude and uplifting smile makes visitors feel at ease instantly. She is commended for her professionalism, helpfulness and courteous demeanor. Danielle always comes to work with a smile on her face and a positive attitude. Danielle is a team player and it shows in everything she does.

Danielle enjoys working for Children's

Health not only because of her wonderful colleagues, but also because she supports the amazing work Children's Health does for the patients and families they serve. Prior to working for Children's Health, Danielle pursued a degree in nursing, a dream she has been following since she was young as children are her passion.

Danielle married her childhood friend, Keith Hayle, in 2011 and they are now excitedly expecting their first child this upcoming spring. In her free time, Danielle enjoys shopping, decorating her new home and spending time with family and friends.

FINALISTS



SEVERA BELTRAN
Children's Health



KIM EWING
Texas Capital Bank



LINDA GENETTE
National Roofing
Partners



ZULLY RIVERA
Children's Health

Trintech Would like to Congratulate Trintech's Cass Payne and all of the Finalists for the Dallas 2015 Admin Awards!



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CONGRATULATIONS TO OUR 5 FINALISTS!



THE COLLEEN BARRETT AWARD FOR ADMINISTRATIVE EXCELLENCE

The Colleen Barrett Award For Administrative Excellence is the Core24 Admin Award's most prestigious award. This coveted award is presented to the admin who best demonstrates the qualities listed below, many of which enabled Colleen Barrett's rise from legal secretary to President and Chief Operating Officer of Southwest Airlines and contributed to the company's legendary corporate culture and extraordinary success. These qualities are: high proficiency, must share the same values as their organization, must be passionately committed to their organization's cause or purpose, must demonstrate a passion for legendary customer service both internally and externally, and must have a heart for employee advocacy - making sure the company always does right by its employees.

WINNER: DONNA MCANULTY J. C. Penney Company, Inc.



For over 30 years Donna has had a successful career at JCPenney. She began at a small store in Missouri and has been promoted numerous times in a variety of roles as she advanced in the company to be the Executive Assistant to the CEO. Donna is currently Executive Assistant to the Executive Chairman.

During Donna's first six years working in a JCPenney store, she learned the importance of commitment, teamwork and dedication. From there, she and her husband moved to Dallas and she transferred to the District Office and worked in the Merchandising area. In this role, she expanded her Retail knowledge and learned about fashion, planning, and the importance of having the right merchandise at the right price.

After four years in the District Office she was promoted to Administrative Assistant for the Director of Real Estate. While in this role, she gained experience with buying, leasing, property management, and as her real estate partners would say the "wheeling and dealings" of finding prime locations for JCPenney stores. In 1994, she was promoted to Executive Assistant for the President and Chief Operating Officer. In this role, she entered the trenches of supporting an EVP. Donna gained many capabilities while in the position including scheduling complex travel arrangements and coordinating meetings. She developed the ability to work well under extreme pressure and manage multiple projects simultaneously. Donna provides thorough and fast support to her leader's which enables them

to focus on the priorities of the business.

All this experience was preparing Donna for her next role as Executive Assistant to the CEO. The skills Donna learned over the years have been invaluable and have helped her to provide the CEO with excellent professional administrative expertise.

Throughout her career, Donna has received numerous awards including being recognized as Associate of the Month and most recently she was the recipient of the Chairman's Award, a coveted recognition at JCPenney reserved for top performers.

Donna has been married to her husband Rodger since 1978 and they live in Midlothian, TX. They have two children and three grandchildren.

FINALISTS



DANI DAWSON
Garza & Harris, Ltd.



BRI GUNTER
Balfour Beatty Construction

COLLEEN BARRETT: SERVANT LEADER AND SUPERSTAR

In 2012, as Core24 launched The Admin Awards, we sat down with Colleen Barrett to ask her for her thoughts and experiences on the administrative profession. Her answers from that September interview, edited for brevity, are below.

What did you like most about being a secretary?

I like to serve so you have to start there. I loved to solve problems. And I loved to give exemplary or positive customer service delivery on behalf on whoever I was working for. Life is all about relationships ... you have an opportunity in the administrative group to form more relationships than probably any other position—even much higher up on that so-called ladder because you are very often that first point of contact with the outside world or the customer. ... Life is just one big grass roots campaign as far as I'm concerned.

What did you like the least?

I didn't like anything that was routine. I loved to master projects, but, for example, filing was only interesting to me because I loved to be able to find anything that anyone was looking for. ... I've never liked rote work. (But) there's some that goes in every job no matter what position you're in.

What was the most challenging aspect of serving Herb Kelleher?

Being a nanny for 45 years for a man who has always thought he was 17 regardless of any year that was added to

his personal calendar! Herb is 81 and soon to be 82 and he's going on 17. I'm 68 going on 90 because Herb is 81 going on 17...He's a great servant leader... He loves life and you almost can't be around him and not catch that love of life and love of people. He's constantly learning.

And the best aspect?

It was truly feeling his egalitarian spirit and appreciating the fact that he valued my judgment and thinking as a team member.

Did you ever think you would rise from secretary to president and COO of Southwest Airlines?

Quite honestly it wasn't something I wanted, and I never wanted to be CEO— and I made that very clear to the Board—that isn't my strength. My strength is customer service and people and everything that touches people, and, honestly, being president and CEO wasn't my favorite position at Southwest... My favorite position was executive vice president-customers. Customer to us means employees, passengers, and shareholders, so I could really touch everything. I could touch every department. And as president ... I had to do a lot more external things... I did them... I can't say I hated them... (but) I like to get down and dirty and really roll up my sleeves.

What advice do you have for admins?

Love. Everybody. Just love. It's a word that corporate America doesn't use very much. ...Always remember where you came from—so that you know how far you've come. ... I don't think most of us start out thinking we're



going to be the president of the United States or the CEO of a company... and I think ... be humble and appreciate what you get. To me psychic satisfaction is 10 times more important than pay or title.

Be authentic. Be real. Remember who you are.

**Congratulations, Tiffany Simmons,
Leadership Award Finalist!**

**PepsiCo thanks you for your commitment
to excellence in all that you do!**





**RGT Congratulates
Lana Copeland as one of the
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Finalists!!**

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ABOUT OUR PREMIER SPONSORS

CORE24 | With over 450,000 business service providers in the Dallas area, finding the right resources for your business can quickly become a full time job. So Core24 made it theirs. Core24's concept is simple: Provide businesses with instant access to the best local business resources possible so they can rest assured they're getting the expertise and guidance they need to be successful. Core24 uses a rigorous seven-step vetting process to identify those service providers that truly are among the best – their business resources include solutions in the areas of operations, technology, sales and marketing, corporate relocation, human resources, financial and administrative services.

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DELTA DALLAS | Delta Dallas believes the best employee-employer fit transcends basic skill and credentials – it's mostly about finding the perfect interpersonal match. It's the reason why Delta Dallas is a market leader in talent acquisition services, placing more than 50,000 professionals in the Dallas metroplex in administration, IT, accounting, human resources, legal and call centers over the past three decades.

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