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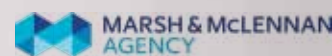
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A LETTER FROM THE FOUNDER

The Five People that have made the Past Five Years Possible.

As we celebrate The Admin Awards fifth anniversary, and our launch into five new markets since 2012, I am reminded of the generosity of five people whose support, encouragement and loyalty have made the country's first and only awards program in recognition of administrative professionals possible.

It's because of these five people that hundreds of administrative professionals each year are celebrated and acknowledged for the incredibly important work that they do through The Admin Awards program.

It is my pleasure to acknowledge them:

Barb Milo of Hall Group – my dear friend and the very first administrative professional I ran The Admin Awards idea by who said “yes, do it” and then moved every mountain to help make it a success as an inaugural member of the advisory board who five years later, still serves on our advisory board and continues to move mountain after mountain to advance this program.

Debbie Trevino of Delta Dallas – our first Presenting Sponsor and one that is still with us today. Her early encouragement as a friend, client and mentor followed

by the financial support as our first sponsor was the reinforcement I needed in our early days to keep moving this concept forward.

Colleen Barrett, Secretary turned President and COO of Southwest Airlines, whose name bears the programs most prestigious award, could have easily ignored my email plea requesting her participation with a “thanks, but I don't put my reputation in the hands of someone I don't know – someone that nobody knows for that matter.” But she didn't. She said YES! Which gave The Admin Awards much needed instant street cred and me the pressure I needed to make her proud and the program a great success in her honor.

Ben Nunan, my husband. He tells a story about when I woke up one morning early in our marriage and said “I'm going to do it. I'm going to launch the Admin Awards.” He was equal parts surprised and excited – a combination he's become quite comfortable with over the past five years. From that moment on, he encouraged and supported me every step of the way, talking me off countless ledges with his soothing brand of logic and reminding me that with the right partner, yes, anything is possible.

Lastly, my Mom, Jeannette Castellano, former Executive Secretary and Corporate Receptionist, and the inspiration for The Admin Awards. She told me from the day I was



born that I could do anything I put my mind to – so many times in fact, I think I finally began to believe it. Every kid should have a Mom like her.

I look forward to seeing you and your administrative teams at The 2017 Dallas Admin Awards!

Until then, my very best,

Sunny Nunan
Founder, The Admin Awards

2016 BOARD OF JUDGES

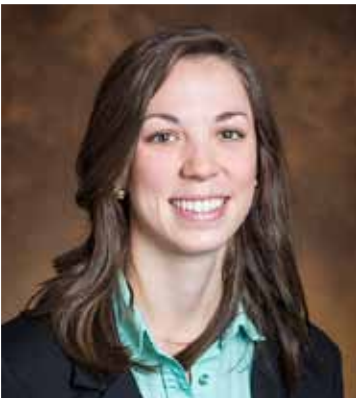
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- MEGAN BURKHART, Chief Human Resources Officer, Comerica Bank
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This event would not have been possible without our event partners who have donated countless resources of time, energy and passion to help make The Admin Awards™ a success.



Ryan congratulates **Jen Klingmann** on her well-deserved recognition as a finalist for the

ADMINAWARDS ABOVE THE CALL RECEPTIONIST RECOGNITION

We are proud to have Jen as the face and voice of Ryan.



Kirsta,

Congratulations on your nomination! We consider ourselves very lucky to work with you and love the warm energy and positive attitude you provide daily. We're grateful for all you do for us, SAP, and the Dallas community.

All our best,
Your SAP Family

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: SARAH SCHOLL ISN



Sarah has worked at ISN as the Executive Assistant to President and CEO Joe Eastin & Chairman Bill Addy since 2013. ISN is a company founded in 2001 with a mission to help create safer work environments. Today, ISN is an online platform business that manages and amalgamates performance, safety and compliance data for organizations in the oil & gas, manufacturing, and other capital-intensive industries. Sarah's background includes over fifteen years of experience in the hospitality industry, where she led the Sales and Marketing functions for some of Dallas' finest restaurants, including six years with Nick & Sam's Steakhouse. Prior to joining ISN, she transitioned to corporate America via a move to a new business associate role within the advertising industry, which ultimately led to her position with ISN, where she

has honed her skills as an Executive Assistant. Sarah is originally from Orlando, Florida, is married, and has been living in Dallas since 2001. She and her husband enjoy living in the historic "M" streets district of Dallas and have been renovating their historic home while enjoying time with their 2 dogs, and 2 cats.

FINALISTS



SHANDA GUFFEE
JCPenney



CHELSEA HENDERSON
National Roofing Partners



DEVAN WEBB
Southwest Airlines

THE ADMINISTRATIVE EXCELLENCE IN HEALTHCARE AWARD

The Administrative Excellence in Healthcare Award is presented to an administrative professional employed within the healthcare or wellness industry including, but not limited to, healthcare providers, hospital systems, physician groups, wellness companies, pharmaceutical companies, and medical device suppliers and vendors. This nominee should have a passion for the healthcare industry, exceptional customer service skills and a positive impact on their organization, co-workers, vendors and clients.

WINNER: MELODY ROHDE Tenet Healthcare



Melody Rohde serves as the senior executive assistant for Tenet's Hospital Operations. In her role, she supports Tenet's President of Hospital Operations Eric Evans, who oversees the company's 79 hospitals, more than 170 hospital-affiliated outpatient facilities and more than 700 physician practices, as well as several other services and functions within the company's largest business segment. Just a few of Rohde's significant duties include managing the president's extremely active calendar of appointments including complex travel plans for conferences and speaking engagements, as well as planning meetings and organizing business plan presentations. Throughout her 35-year tenure at Tenet, Rohde has served both hospital-level and corporate-level executives. She began her career at Tenet in 1981 as an accounts receivable clerk at

Doctors Hospital at White Rock Lake (now Baylor Scott & White Medical Center - White Rock). After serving successfully in various hospital roles, Rohde transferred to Tenet's corporate office in 1997 where she served as an executive assistant for Texas Region leadership until she transitioned to her current position in 2007, where she has served three consecutive presidents. Rohde volunteers at many of Tenet's Dallas-based hospitals, as well as The Bridge, a local homeless shelter. She participates in various community events, including the American Heart Association's Dallas Heart Walk and annual backpack and school supply drives, benefiting local school districts. In addition, she organizes an annual Fourth of July parade in her neighborhood to collect canned food donations for a local food pantry.

FINALISTS



EVETTE CAMPBELL
MedSynergies



ALISHEA HELM
Children's Health



ANGELA ROBINSON
UT Southwestern Medical Center



DARLA WHITMIRE
UT Southwestern Medical Center

Congratulations to our Dallas Administration Awards Finalists

Brandy Peel • Angela Robinson • Darla Whitmire

UTSouthwestern
Medical Center

Thank you for always going above & beyond.

AT&T congratulates Cindy Hernandez on being a finalist for the 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: SHARLA GUNN **Montgomery Coscia Greilich LLP**



Since 2009, Sharla has performed an integral role in the day to day operations of the firm by assisting the firm's Managing Partner, Tom Montgomery. Her role includes business development as well as working alongside Tom regarding strategic growth initiatives, coordination of investment forums and working alongside many of their portfolio companies. Additionally, the firm participates significantly in the community by sponsoring and providing alliances with many non-profit charitable organizations. Sharla directs all charity and volunteer activities for the firm, ensuring that MCG is providing and sharing as much as possible to the community in which it serves.

In addition to Sharla's daily responsibilities, she has taken the lead on a variety of challenging firm-wide projects which have included office move coordination, retreat

coordination, promotional giveaways, collateral design and distribution, holiday event coordination, and firm trip planning for over 325 persons. Sharla possesses a wealth of knowledge and extensive experience in organizational management, which has proven to be a major contributing factor to MCG's extensive growth.

Sharla is very involved in the community and works relentlessly to give back through volunteer work and community organizational leadership. She currently serves as the Engagement Captain for Entrepreneurs for North Texas, recently receiving the 2016 EFNT/CFT Engagement Captain of the Year Award. She is also the Community Relations Coordinator for MLK Childcare Group, City House, Inc., Children's Health and Minnie's Food Pantry.

FINALISTS



KIRSTA BRADLEY
SAP



JO DAVENPORT
Texas Capital Bank



SHARON RANKIN
Southwest Airlines



DANIELLE SELBY
MedSynergies

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: HOLLY COTTON **MoneyGram International**



Holly Cotton-Shaw currently serves as executive assistant to MoneyGram International's CEO Alex Holmes. She found her passion in the administrative field more than 14 years ago. Her first job out of high school was with Hollytree Country Club working the front desk and immediately she was hooked. This position paved the way for her career, instilling the attitude, worth ethic and leadership skills that have made her successful today.

Holly has worked at MoneyGram for four years with Alex Holmes, first during his tenure as CFO and COO, and now as CEO. As Holmes has been promoted, Holly's leadership responsibilities have grown as well. She is responsible for hiring and training new assistants and acting as a liaison between the executive team and their EA's. She has a strong passion for teaching and creating a team environment for all assistants.

Holly is the mother of three children ages 10, 8, and 6 so free time is a rarity, but when she has a spare moment you can find her working out, reading or shopping.

FINALISTS



AMALIA BARRON
Children's Health



KIM BAXTER
National Roofing Partners



NICOLE MCNIEL
JCPenney



WENDY SIERGIEJ RASMUSSEN
Touchstone Bernays



ANGIE SHELTON
AT&T



Congratulations to Sharla Gunn

on being a finalist in the 2016 Dallas Admin Awards from all of us at **Montgomery Coscia Greilich LLP**

Thank you for all you do!



MONTGOMERY COSCIA GREILICH LLP

Thank you for all you do!

**At MoneyGram our Executive Assistants
and Administrative Support
are the people who bring us all closer.**

 **MoneyGram**
bringing you closer

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: JESSICA SCHANBAUM Topgolf



Jessica Schanbaum started as Topgolf CEO Ken May’s executive assistant in 2014. In her role, Jessica manages the schedules of all of Topgolf’s eight senior leaders on the management committee. She also plans and executes employee events, awards programs and more. Perhaps her most significant contribution to the Topgolf team has been her establishment of the company’s “Culture Club,” a group of volunteers from all departments who work together to reinforce the company’s mission, vision and Core Values among the company’s more than 200 Home Office Associates. With a team that has quadrupled in the past three years, Jessica’s tireless efforts with the Culture Club have ensured that Associate engagement remains intact. Jessica has a rich background in project management and event

logistics, as evidenced in her previous roles with the Leukemia and Lymphoma Society, Expedia INC, Wyndham Dallas Suites Park Central and FedEx Office. She is a member of the Society of Human Resources Management and is a Certified Meeting Professional and a Government Certified Meeting Planner. She received a Bachelor of Science from Texas Women’s University.

FINALISTS



RITA BARKER
Jackson Walker LLP



DARCY PRIDHAM
Staffelbach



SHERRY TEMPLE
JCPenney



JILL WALTER
Trans-Trade Inc.

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: SUZANNE STARING Southwest Airlines



Suzanne Staring is a seasoned administrative professional with extensive experience supporting senior leaders over a 35-year career. She joined the Southwest Airlines Family two years ago as Executive Assistant to Gary Kelly, Chairman, President, and Chief Executive Officer. Suzanne serves as a valuable member of the Southwest Executive Assistant Onboarding Committee welcoming and supporting those who transition into an EA role from inside or outside Southwest. Prior to Southwest, Suzanne’s career was focused in the hospitality industry. She served as Executive Assistant to the CEO of Cosi, a regional restaurant brand headquartered in Chicago. Prior to that, she spent fifteen years with Brinker International supporting, among others, the CEO of Chili’s Grill & Bar and Big Bowl Asian Kitchen. Building community has always been

important to her, whether at work, in her neighborhood, or among friends. While at Brinker, Suzanne was recognized for this by being featured in company videos promoting culture and team spirit. This is still a priority to her, and she works continually to bring people together in every area of her life. Suzanne is a die-hard Sooner football fan and enjoys the great OU/TX rivalry. She has two children, and her most important role is being Gran to three grandchildren with the fourth coming in December.

FINALISTS



EVELYN HALL
Time Warner Cable



VERONICA OCHOA
Children’s Medical Center



CHARLOTTE SLUDER
Fannie Mae



VICKI STINSON
Bank of Texas

Thank you, Angie, for all the hard work.

Congratulations on being named a finalist for the Dallas Admin Awards! We’re proud of you and appreciate everything you do!

Congratulations Vicki Stinson

Bank of Texas congratulates you and all of the 2016 Dallas Admin Awards Finalists!

Thanks for **ALL** you do!

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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: CELIA SALAZAR City of Dallas / Dallas Fire-Rescue Dept.



Celia Salazar started working with the City of Dallas in 1990 as a Clerk in Vital Statistics for the Health and Human Services Department. She was promoted to Office Assistant in 1996 and took a position with the Dallas Fire-Rescue Department-Arson and Fire Investigation Division. In this role she was the sole support staff for the Division which included 3 chiefs, 19 investigators, 2 juvenile fire setter counselors, two polygraph examiners and two canine handlers. She provided every aspect of support from secretarial, clerical, receptionist and administrative services. Even with this burdensome work load, she would take on additional responsibilities as she saw the need within the organization and was always first to volunteer to assist others. In 2014 she became the Administrative Specialist for Internal Affairs and has many new and challenging responsibilities. She learned and improved on existing databases and has always mentored and trained many new office personnel. She never forgets about “her customers”, her Dallas Fire-Rescue family and the citizens she serves. In her loyalty and love for her career, she has remained a positive, dedicated and growing member of the department and city.

FINALISTS



CHANDRA BUCKNER
ARMOR Wealth Management



BARBARA BURR
HOK



CONNIE FOWLER
Ericsson



BRANDY PEEL
UT Southwestern Medical Center



LINDA PRICE
Touchstone Bernays

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: TERESSA ROBERSON Center for BrainHealth at The University of Texas at Dallas



Teresa Roberson served for 23-years as an Accounting Specialist with JPMorgan Chase Bank before joining the team at the Center for BrainHealth in March, 2010. With a wealth of administrative and operational skills, as well as a dedication to customer service. With her results-focused tenacity and kind spirit she captured the attention and enduring trust of CBH staff and research participants. Teresa is well-known for her ability to create an environment where visitors feel welcomed and safe. She has a positively genuine personality and take charge reputation. She supports her team by demonstrating integrity when working with confidential information, assisting with the preparation and logistics during events at the Center. As the initial point of contact, she understands and recognizes how

important her interactions are to the success of the office. She is willing to go above and beyond the call of duty in order to direct those that she encounters to the right location or resource in a timely manner. She values relationships. She excels at establishing and helping to sustain lasting partnerships with donors and other stakeholders for the Center for BrainHealth. Teresa currently resides in Dallas, TX with her “best friend” and husband of over 20 years, Tony Roberson. Together they have 2 sons and a daughter. In her free time, she enjoys baking and spending time with her family. She is a Dallas Independent School District graduate.

FINALISTS



JAMY BATSON
MedSynergies



LINDA GENETTE
National Roofing Partners



JEN KLINGMANN
Ryan, LLC



PRISCILLA MORENO
Prologis

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Congratulations to all the outstanding administrative professionals who support our business each and every day!

THE COLLEEN BARRETT AWARD FOR ADMINISTRATIVE EXCELLENCE

The Colleen Barrett Award For Administrative Excellence is the Core24 Admin Awards 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: ALLISON MILLER

MedSynergies



As executive assistant to MedSynergies’ Chief Executive Officer and Chief Operating Officer, Allison Miller plays an extremely important role in helping to guide the company’s daily operations. Her keen understanding of the company’s priorities, good judgment and passion for excellence helps the entire organization run more effectively and efficiently. In her role, she has also had the opportunity to lead numerous employee engagement programs and large-scale corporate events. Most recently, she was given the lead role in overseeing a major customer loyalty initiative.

Prior to joining MedSynergies in 2013, Allison spent 13 years overseeing the administration, operations, and marketing of her family’s finance and accounting consulting business.

Throughout her career, Allison has also made significant contributions to her community. She has volunteered extensively at Genesis Women’s Shelter, including serving as President of the Genesis HeRO’s Auxiliary Board. She has also dedicated considerable time to the Junior League of Dallas, serving in five leadership positions, including on the Board of Directors.

Allison obtained a bachelor’s degree in Marketing from Texas A&M University and a master’s degree in Business Administration from Southern Methodist University with concentrations in Marketing and Strategic Leadership.

Allison resides in Dallas with her husband, and their two-year-old daughter.

FINALISTS



PAT BASTIDAS
Dallas Children’s
Advocacy Center



CINDY HERNANDEZ
AT&T



DEANNE MINOR
Chemical Information
Services

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.

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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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