A LETTER FROM THE FOUNDER

William James, the Father of American Psychology once said, “The deepest craving of human nature is the need to be appreciated.” People want to know that they matter, that their contributions have not gone unnoticed, and that they’re making a positive impact – especially on those around them.

All of these sentiments are absolutely true when it comes to Administrative Professionals, which is why it is such an honor to shine a brilliant light on these unsung heroes and their invaluable contributions to their companies through The Admin Awards platform.

As the daughter of a career secretary, I grew up watching the phenomenal impact my Mother, Jeannette Castellano, had on the companies she served throughout her lifelong career as an executive secretary.

So in 2012, after realizing there wasn’t an awards program anywhere in the country (maybe even the world) that publicly recognized the invaluable contributions of Administrative Professionals, I created The Admin Awards in my hometown of Dallas, Texas. The response was overwhelming - confirming what we had always suspected - a recognition program honoring Administrative Professionals was LONG overdue.

As we continue our mission of bringing this celebration to cities across the U.S., we are deeply grateful to those who have taken the time to show their appreciation by participating in the nominations process. We are reminded time and time again that the moment an Admin receives notification that they’ve been nominated for an Admin Award, is the moment that both their heart and mind fully know that the work they’re doing is truly making an impact – a moment which could not happen without you!

Each Admin Awards program produces an incredibly impressive group of Finalists and Winners who stand out from their peers in each of our nine award categories. Equally important are the many facets of the Admin Awards celebration. This magical experience we create together, brings delight to thousands of Admins, Executives and co-workers each year, and that will always be the most extraordinary part of all of this!

Congratulations to all of The 2017 Dallas Admin Awards Winners and a very heartfelt thank you to our community of Sponsors, Event Partners, Judges, nominators and indispensable Advisory Board members, whose collective time, commitment and passion make this program a huge success!

And last but certainly not least, thank you to the thousands of area Administrative Professionals doing outstanding work on behalf of your organizations and communities. Without you, there would be no reason to celebrate.

With gratitude,

Sunny Nunan
Founder of The Admin Awards & Daugher of an Executive Secretary

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We want to thank our administrative assistants for all that they do.

Tolleson Wealth Management
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When it comes to admins, the status quo won’t do. Congratulations to one of Juniper’s finest.
Cheryl Allen-Little
2017 Dallas Admin Awards finalist

JUNIPER NETWORKS
BUILD MORE THAN A NETWORK™
Shannon Smock
Hunt Consolidated, Inc.

THE COLLEEN BARRETT AWARD FOR ADMINISTRATIVE EXCELLENCE

As Executive Assistant to co-CEO of Hunt Consolidated, Inc., Chris Kleinert, Shannon has thoroughly enjoyed providing administrative support to Chris for more than 17 years.

Shannon joined Hunt Consolidated in 1985 as a Senior Secretary in the Office of the Chairman and CEO. Prior to joining Hunt, Shannon was Senior Secretary supporting a team of engineers at American Airlines in Fort Worth. She began her career at Searle Radiographics, later acquired by Siemens, in Des Plaines, Illinois, as a Secretary in the Graphics Department and later became Editor/Composer of technical publications.

Shannon attended Moser Business College in Chicago. She is an active member of the Dallas Chapter of Executive Women International and enjoys volunteering at the SPCA of Texas. Shannon married Jody Smock in 1983. They are active members of First United Methodist Church and their greatest treasures are their two adult children, four grandchildren, and two furry, four-footed family members!

Colleen Barrett: Servant Leader and Superstar

When The Admin Awards was launched in 2012, 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 of whomever 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 86 and soon to be 87 and he’s going on 17. I’m 73 going on 90 because Herb is 86 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.
Alia Morgan
WELLS FARGO DEALER SERVICES

Alia was born in Denver, CO on Oct 24th. She is a twin and her and her sister were adopted together. She grew up in Pueblo, CO with her sister and younger brother. Alia grew up loving and rooting for the NFL Broncos and the NHL Avalanche! Alia met Heath Morgan and moved to Colorado Springs. While in Colorado Springs, she worked for the local CBS-affiliate and performed many different jobs at their station. She was even on camera a few times! Alia and Heath moved to Texas in 2005. They live in Grand Prairie and have a super son, Kyle, who is 12 years old.

Jill Walter
TRANS-TRADE, INC.

Jill Walter is an Executive Assistant for Trans-Trade, Inc. In her role, she has supported the CEO and Executive Management Team for the past four years. Jill is involved in all aspects of the business and is always willing to take on whatever is needed. CEO Chris Condon says, “She is an office manager, a travel agent, an event coordinator, a sounding board, an influential company leader and a true asset. Jill's value to Trans-Trade has proven to be immeasurable.” Her positive, go-getter attitude is present in everything she does and helps to guide the culture of the office.

Stephanie Stockton
UT SOUTHWESTERN MEDICAL CENTER

Stephanie has been with UT Southwestern Medical Center for 7 years and has been serving as the Senior Administrative Assistant to the Director of Zale Lipshy Surgical Services for the past 4 years. Past recognition Stephanie has received includes the UT Southwestern Meritorious Service Award in 2015 and nomination for an Admin Award in 2016. In her free time, Stephanie enjoys musical theatre (both attending and participating), camping, hiking, baking, and spending time with friends and family. She would like to thank her boss, Sherri, for the kind nomination this year and her family, friends, and coworkers for their love and support.

TWO STARS WHO HELP US SHINE

Congratulations to Katy and Renee for their well-deserved recognition as finalists for the Dallas Admin Awards.

Many people support us with their gifts – including precious time and talents. The tremendous time and talents that Katy and Renee bring in furthering our mission are priceless, treasured gifts!

Congratulations to all the nominees and winners!
A special thanks to our amazing Administrative team at RGT!!

Jo Ann Barnett
Allison Brown
Treva Burks
Niki Clark

Lana Copeland
Carmen Germain
Pam House

Becky Parsons
April Polocek
Susan Solberg
Tanzy Waggoner

RGT WEALTH ADVISORS
Peggy Butler grew up in Waukegan, Ill., with a bug to serve and support her fellow man. She enlisted in the Air Force and acted as a training instructor for chemical, biological, and radiological warfare, as well as drill from 1958-1961. She moved to Texas in the 1970’s and began working at Texas Instruments. She joined TSP in January of 2009 and is an integral piece of their framework, making sure anyone who walks through their door feels welcomed. Peggy is active in her community, knows Richardson like the back of her hand, and helped found a company in Belgium. Whether Peggy is making sure lunch goes off without a hitch, participating in one of the company’s many philanthropic initiatives, or stashing her office friends’ favorite type of candy so they always have what they crave, Peggy takes pride in her work and contributions.

Patty Gutierrez joined Uplift Education in March 2017 as the Office Manager/Community Engagement Enrollment Coordinator for Uplift Pinnacle Secondary Campus. In this role, she is a member of the operations department, as well as responsible for scholar enrollment and community engagement initiatives. Prior to joining Uplift Education, Patty served as the Administration Manager for the Center for Nonprofit Management. She has more than twenty years of office management and administration experience across a broad range of industries including positions with Reliant Energy and Radio Advertising Bureau. Patty holds an Associate in Applied Science in Management.

Betty felt humbled and honored when she was notified of her position in our Finalist category. She has always had a great passion for taking care of others and catering to those that are less fortunate. Betty never dreamed she would be recognized for doing something that comes naturally for her: leading by example and being a mentor for others at Ericsson. Ericsson also affords Betty many opportunities to be involved with charitable organizations including the AHA, Juvenile Diabetes and Family Frisco Services. Betty feels that winning this prestigious award has been the most incredible experience that has ever been bestowed upon her: “Thank you, Dallas Admin Awards, for the opportunity to be presented as a role model for others.”

AT&T congratulates all the finalists of the Dallas Admin Awards.

And a special nod to our very own Alexandria Mackey.
Devan Webb
SOUTHWEST AIRLINES

Devan Webb has been with Southwest Airlines for 3.5 years and has served as an Executive Assistant for just over 1.5 years. She lives in Midlothian with her husband Corey and their two adorable doodles, Jackson and Annie. She enjoys singing and spending time with her wonderful family. Devan started her professional career right out of college with Southwest Airlines, and could not feel more fortunate to work for a company that values their employees the way Southwest does. Devan’s favorite thing about being in a support role is the joy that comes from simply making the life of her Executive Leader a little bit easier.

Lily Salinas
TOLLESON WEALTH MANAGEMENT

Lily Salinas serves as an Executive Assistant for the Client Advisory Team at Tolleson Wealth Management. She works closely with her team on a day-to-day basis organizing travel, meetings and expenses to ensure the department functions in a highly effective manner. Working with three Managing Directors, Lily coordinates information requests for client investment accounts and other business and client-related activities, in addition to providing concierge services and other account assistance. She is also on the Hiring Committee at Tolleson Wealth Management.

Congratulations to our Dallas Administration Awards Finalists

- Marie Elmore
- Cristy Garza
- Natasha Nichols
- Brandy Peel
- Stephanie Stockton

UT Southwestern Medical Center is ranked #1 hospital in DFW by U.S. News & World Report

Yum! Brands and KFC would like to congratulate Andrea Stinson and Tracy Painter! These ladies “Live and Breathe” our culture every day. We couldn’t be prouder of their achievements. Best of luck Andrea and Tracy!
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STAPLES Business Advantage™ Proudly Congratulates The 2017 Admin Awards Winners

Staples is Proud to be the Official Office Products Partner to The Admin Awards & Sponsor of the Winner’s Circle.
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Core24’s concept is simple: We help mid-market companies quickly access vetted, Dallas-area business resources in areas typically outsourced. Our experts have spent years earning our endorsement so you don’t have to spend hours doing the legwork yourself to find great solutions in the areas of human resources, operations, technology, financial services, sales, marketing and corporate relocation. All Core24 expert companies have successfully completed a rigorous vetting process designed to identify those service providers that have truly elevated themselves from their peers, which means you can rest assured you’re getting the expertise and guidance you need to be successful. To learn more, and view our expert profiles visit Core24.com

Delta Dallas believes the best employee-employer fit transcends basic skills 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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Southwest

Official Airline Partner

In its 45th year of service, Dallas-based Southwest Airlines continues to differentiate itself from other air carriers with exemplary Customer Service delivered by more than 49,000 Employees to more than 100 million Customers annually. Southwest proudly operates a network of 97 destinations across the United States and seven additional countries with more than 3,900 departures a day during peak travel season. With 43 consecutive years of profitability, Southwest is one of the most honored airlines in the world with an emphasis on performance and productivity, the importance of its People and the communities they serve, and an overall commitment to efficiency and the planet. Book Southwest Airlines’ low fares online at Southwest.com or by phone at 800-I-FLY-SWA.

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