

DENVER METRO
ADMINAWARDS®
PRESENTS

**GOOD
— AS —
GOLD**

**A CITY-WIDE CELEBRATION OF
ADMINISTRATIVE EXCELLENCE**

**OCTOBER 9, 2018
THE WESTIN DENVER DOWNTOWN**

NATIONAL PARTNERS

Southwest
Official Airline Partner

SWAROVSKI
Official Corporate Gifting Partner

PREMIER PARTNERS

rh OfficeTeam®
A Robert Half Company

serendipity
CATERING
serendipityfood.com



VAIL RESORTS®
MEETINGS & EVENTS

 **Centura Health®**



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.

All these things are absolutely true when it comes to Administrative Professionals. It's our incredible honor to shine a bright light on Administrative Professionals and their invaluable contributions to their companies through The Admin Awards program. As the proud daughter of an Executive Secretary, it's my tremendous honor to recognize people like my Mother, Jeannette Castellano, who have dedicated their careers to serving as the backbone of their organizations.

As we continue our mission of bringing unbridled recognition of Administrative Professionals to cities across the U.S., we are deeply grateful to those that have taken the time to show their appreciation by participating in the nominations process. We are reminded again and again that the moment an Admin receives notification that they've been nominated for an Admin Award, is the instant 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 the support of their executives and coworkers.

While each Admin Awards program produces an incredibly impressive list of finalists and winners who stand out from their peers in each of our award categories, more importantly, the Admin Awards brings joy to thousands of people each year and that is the very best part of all of this.

With gratitude,

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

2018 ADVISORY BOARD

Bernadette Apodaca
Denver Public Schools

Haley Maduff
PNC Bank

Michelle Bernard
Swedish Medical Center

Andrea Martinez
CT3 Education

Elise Fuller
Anadarko

Christie Morton
Anthem

Amy Cler
AXA Advisors

Robin Nathanson
Centura Health Physician Group

Karen Fennell
University of Colorado Denver
College of Liberal Arts & Science

Carlo Stuart
Tandem Resource Solutions

Elizabeth Harms
KPMG

Lisa Visconti Liss
Sherman & Howard

2018 JUDGES

Debbie Buker
Retired Executive Assistant

Bonnie Shutz
Founder & CEO
Tandem Resource Solutions

Christine Dominguez
Admin Awards Advisory Board Alum
& Former EA

Brenda Standke
EA to CEO, Europe & Asia and
Managing Director, Global
Operations
Prologis

Christine Goodrum
Executive Assistant
Ruckus

Tom Wood
Vice President
Kleinfelder

Tammy Harcrow
EA to President & CEO
Colorado Hospital Association

Lorraine Lang
VP of Human Resources
ADA Carbon Solutions

Congratulations!

**WE ARE PROUD TO BE THE
ELITE MAJOR PRIZE SPONSOR
& SUPPORT DENVER'S 2018**

ADMIN AWARDS

NOMINEES & WINNERS!

Andavo
Meetings • Seminars • Events • Conventions

720.398.5504 | andavomeetings.com

**Congratulations and thanks
to our amazing finalist!**

Christina Herren,
VP of Business Operations

Thank you for all
you do for us!

BYE AEROSPACE

WINNER



Christine Fierro

LIBERTY GLOBAL

{ THE COLLEEN BARRETT AWARD FOR ADMINISTRATIVE EXCELLENCE }

Christine Fierro is the Executive Assistant to Mike Fries, CEO of Liberty Global PLC - the largest international TV and broadband company in the world. As the top EA at the company, she works with a wide range of internal and external leaders and their admins globally to facilitate and anticipate a demanding schedule. Christine also supports Liberty Global and Liberty Latin America's board of directors and acts as their lead liaison to the Companies, which collectively operate in 30 countries with \$20 billion of combined revenue. Additionally, as a master organizer, with the highest attention to details, she manages all CEO office executive meetings and board meetings globally. Christine has over 28 years of experience in providing administrative excellence. Before joining Liberty Global in 2014, she served C-level executives at Curian Capital, LLC, Expanets, Inc. and Mountain Parks Electric, Inc. Christine studied at Suffolk County Community College in New York where she majored in Business Management.

FINALISTS



Lisa Laframboise,
Griffiths Law PC



Michelle Medal,
University of Colorado
Denver



Jennifer Svitak,
Bankers' Bank of the West



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 grassroots 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 87

and soon to be 88 and he's going on 17. I'm 74 going on 90 because Herb is 87 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.

**"Be authentic.
Be real.
Remember
who you are."**

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.

WINNER

{ THE ABOVE THE CALL AWARD }

**MICHELLE RINGLEMAN****SHERMAN & HOWARD LLC**

Michelle Ringleman currently serves as the Communications Technology Specialist and Administrative Coordinator at Sherman & Howard Law Firm, in Denver. She has a strong work ethic and is driven to provide "Best-in-Class" customer service by consistently going above and beyond the call of duty. In 1986 Michelle accepted a receptionist position at Sherman & Howard. She quickly advanced into the Telecommunication's/Administrative position. For the past 32 years Michelle's contributions have been invaluable. She has earned the status of "go-to person"

within the firm providing friendly assistance for a large variety of tasks and projects. Michelle never says "no" and always has a positive, can-do attitude in getting the job done. Recently, she has transformed the events and functions at the firm, helping to create a more positive and fun work environment. Michelle has the respect and support of her husband Ed, son Nicholas, and daughter Alexandra. They are her greatest admirers.

FINALISTS



Terri Aragon,
Anadarko Petroleum



Kathy Beamis,
Red Rocks
Community College



Rae Gerold-Smith,
University of Colorado
Denver



Colleen Tayler,
Janus Henderson
Investors

WINNER

{ THE ACHIEVER AWARD }

**VALARIE DISNEY****GRIFFITHS LAW PC**

Val Disney is a senior paralegal at Griffiths Law PC and her love for working in an office began when she was in junior high and worked in the school office. In high school a teacher convinced her to join FBLA and OJT (On-the-Job-Training) for extra credit. Her job-description manual took her to State in FBLA. She worked for a CPA after school until the CPA joined a firm and there was no position for her. An attorney in the building asked her to work for their firm. She worked there through the remainder of high school and then went

full-time. Later, when the bankruptcy attorney she worked for retired, she made the move to family law. She didn't imagine after so many years she would still be working in law, but she's truly appreciative of the circumstances that led her to become a senior paralegal at Griffiths Law PC.

FINALISTS



Nadine Green,
Red Rocks Community College



Breanna Hadley,
Granicus, LLC



Briana Tomasullo,
Ogilvy

WINNER

{ THE COMMUNITY CHAMPION AWARD }

**MINDY BROOKS****XILINX, INC**

Mindy has enjoyed her position as Executive Assistant serving her VP Dan Gibbons and Xilinx employees in both Colorado and San Jose for 9 years. She loves that her position at Xilinx also allows her the opportunity to make an impact in the surrounding Longmont area community by helping Xilinx employees engage in local projects that support non-profits in the area. Giving back to her community has always been something that has come naturally to

Mindy and is high on her list of priorities. At any given time you might find her

volunteering at her church, planning a Night to Shine event or on the field at an ACS Relay for Life. Mindy has been married to her husband Andy for 29 years and together they enjoy spending time with their 3 daughters, husbands and their two grandchildren. You may also find them enjoying an occasional motorcycle ride!

FINALISTS



Tanya Le,
Pinnacol Assurance



Dawn Paepke,
Kaiser Permanente
Health Plan of Colorado



FINALISTS



Jeanne Bolt,
Centura Health,
Littleton Adventist
Hospital



Tracy Vogel,
Kambeitz Chiropractic



Carol Craft,
Colorado Physician
Health Program



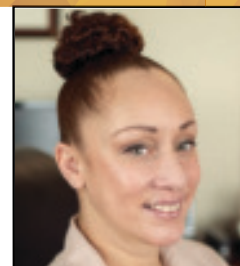
Jason Weeks,
Swedish
Medical Center

{ THE ADMINISTRATIVE EXCELLENCE
IN HEALTHCARE AWARD }

KELLY MAEBANE

EATING RECOVERY CENTER

Kelly Maebane is an Executive Assistant for Eating Recovery Center and supports the President, CMO, and CNO. Prior to this, Kelly humbly served as Support Services Administrator at Eating Recovery Center's Child & Adolescent facilities where she had the honor of supporting staff, families and patients for 5 years as a "Jack of All Trades". Kelly loves working for and with ERC and sees her coworkers as family and team equals. Giving the patients and families the best patient care is her organization's mission which they truly accomplish together, as a team. In Kelly's role, no matter the task, request, or need she will find a way to make sure it is done and with care. Kelly is originally from Chicago but has lived in beautiful Denver, CO for the past 23 years where she has been blessed raising her daughter of 22 years, a recent college graduate.



WINNER

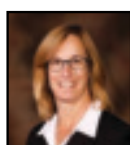
FINALISTS



Christina Herren,
Bye Aerospace Inc.



Jodi Mullins,
Cresa



Keri Mittelreider,
E2 Optics



Kathy Schissler,
Red Rocks Community College

{ THE LEADERSHIP AWARD }

JESSICA JALBERT

ANTON COLLINS MITCHELL LLP

Jessica has been with Anton Collins Mitchell LLP ("ACM") since 2012 and has been in the administrative field for 18+ years. She started at ACM as an Executive Assistant and was promoted to Administrative Manager in 2017, a first for the firm. In addition to general administrative oversight of a team, Jessica supports ACM's audit department. Her role includes conducting audit meetings in the Managing Partner's absence. Jessica enjoys new challenges, training others and being known as a go-to person for solutions. She and her husband Brian met in high school and have been together for 20 years. She is an active participant in the lives and extra-curricular activities of their two kids, Bryce (12), and Abby (8). Jessica competes nationally with her two dogs in flyball. She thanks ACM for providing the opportunity to work to her strengths and her family and friends for their love and support.



WINNER

FINALISTS



Jen Beneke,
EKS&H



Julie Hurt,
Ball Aerospace



Sandy Heidenreich,
Anadarko Petroleum



Margie Thompson,
Robert Half

{ THE LOYALTY AWARD }

TRACY BEHRENS

STERLING-RICE GROUP

Tracy was born in Leadville, Colorado, a town known for its coarse charm, but she grew up in Boulder, a town known for its hippy charm. Her approach to life is a combination of those two places and ways of being. After graduating from CSU, she started job hunting and stumbled into a career that changed her life. When she walked into SRG, she knew she was home. Thankfully, Rick Sterling felt the same way. When Rick offered Tracy the position of Office Manager, she jumped over his desk to hug him. And 30 years later, she still loves this place just as much. Working in advertising and marketing has been quite the experience. It's the pace, creativity, and camaraderie of working in such a dynamic industry that's kept her here year after year.

Tracy brings joy, enthusiasm, and dedication to the company. And SRG is lucky to have her.



WINNER

Congratulations to our finalist, **MINDY BROOKS**,
for her amazing passion to help others.

And also extend a **BIG "THANK YOU"**
to our administrative staff for their
tireless support and dedication.



Adaptable. Intelligent.



Is Honored to Receive the Founders Award!

Supported by Amazing Admin Award Finalists: Lisa Laframboise, Valarie Disney and Jennell Bruno!



Family, Civil, & Business Law
We Litigate. We Collaborate. We Protect Your Future.

10375 Park Meadows Dr. Suite 520 | Lone Tree, CO | 303.858.8090 | griffithslawpc.com

WINNER

{ THE ROOKIE OF THE YEAR AWARD }

**SOTHARY CHEA****UNIVERSITY OF COLORADO DENVER**

Sothary Chea began her position as the Program Assistant for the Ethnic Studies Department at the University of Colorado Denver in March 2018. Her seven years of experience serving underrepresented communities in the K-12 public school system in her hometown of Stockton, California provides her with an inside perspective on how to improve and enrich the lives of CU Denver's diverse student population in her new role. Sothary takes great pride in being a first-generation college graduate and working professional, grateful for her opportunity to touch the lives of future professionals. Her favorite part of her job is building rapport with students through their academic journey.

In her free time, Sothary enjoys exploring Denver with her husband Ratha. She is open to conversation about her work with the University of Colorado Denver's Ethnic Studies Department. She can be reached at Sothary.Chea@ucdenver.edu.

FINALISTS



Jessi Heier,
Seattle Fish Company



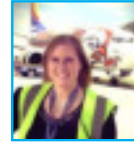
Ivey London,
Sherman & Howard



Ashley Pope,
Vail Resorts



Ali Scordato,
MOD Assistants



Abbie Seaton,
Southwest Airlines

WINNER

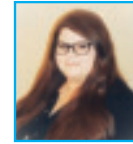
{ THE SPIRIT AWARD }

**JASMINE KULIASHA****SPHERO**

Jasmine has been with Sphero for three years, where she assists the CEO and the Executive Management Team. She is involved in all areas of the business and couldn't be happier. Jasmine joined Sphero from Zayo, where she assisted five executives (including the CFO and COO) as the company went from startup through IPO. Prior to her EA life, she taught English in Japan and managed a multi-million dollar jewelry store (though not at the same time). She is a proud mom and loves tacos, yoga, robots, and spending time with her

husband, two kids, and cat.

FINALISTS



Jennell Bruno,
Griffiths Law PC



Olga Griffin,
Vail Resorts



Andrea Jones,
Eating Recovery Center



Dennis McGovern,
Red Rocks
Community College



Kaitlin Schell,
KPMG LLP

NOMINATIONS NOW OPEN

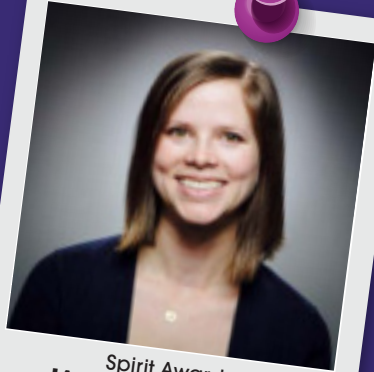
2019

DALLAS | DENVER | HOUSTON
SAN FRANCISCO | SILICON VALLEY

COMING SOON: CHICAGO | SEATTLE

DENVER METRO
ADMINAWARDS

Nominate an Administrative Professional adminawards.com



Spirit Award
JASMINE KULIASHA
Sphero



Colleen Barrett Award
for Administrative Excellence
CHRISTINE FIERRO
Liberty Global



Above the Call Award
MICHELLE RINGLEMAN
Sherman & Howard



Rookie of the Year Award
SOTHARY CHEA
University of Colorado Denver



Achiever Award
VALARIE DISNEY
GRIFFITHS LAW PC



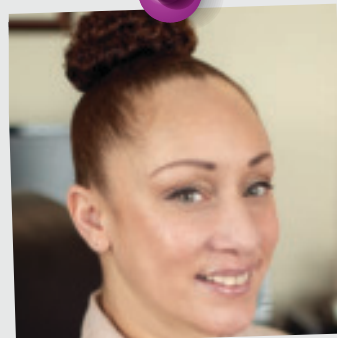
Loyalty Award
TRACY BEHRENS
Sterling-Rice Group



Community Champion Award
MINDY BROOKS
Xilinx, Inc



Leadership Award
JESSICA JALBERT
ANTON COLLINS MITCHELL LLP



Administrative Excellence in
Healthcare Award
KELLY MAEBANE
Eating Recovery Center

The Denver Metro

ADMINAWARDS®

Proudly
Congratulates
The 2018
Winners

THANK YOU TO OUR SPONSORS

NATIONAL PARTNERS



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.



Official Corporate Gifting Partner

Swarovski delivers a diverse portfolio of corporate gifts featuring premium crystal products that have elevated the gift giving industry to an art form. The company takes pride in designing thoughtful, appropriate business gifts to suit every occasion, including customizable pieces that express sentiments with grace and sophistication. Founded in 1895 in Austria, the Swarovski Crystal Business is run by fifth generation of family members and remains the global leader for cut crystal, known for its cutting-edge creativity and innovation.

PREMIER PARTNERS



A Robert Half Company



OFFICIAL HOSPITALITY HOST



CHEERS TO NOMINEES RECEPTION PARTNER



EVENT PARTNERS

