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A LETTER FROM THE FOUNDER



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.

For the first time in Colorado's history on November 16th, The Admin Awards held its first gala in Denver. The Denver Metro Admin Awards recognized administrative excellence

in nine award categories at the Hyatt Regency Denver and celebrated the administrative profession. Over 400 Denver Metro professionals gathered at what many described as "The Academy Awards for Admins" to cheer on program finalists and celebrate administrative excellence.

Among the nine awards presented was the program's most prestigious award, The Colleen Barrett Award for Administrative Excellence, which elevates the professional who embodies the "spirit" and proficiency of nationally renowned (former) admin, Colleen Barrett, President Emeritus of Southwest Airlines. During Colleen's four-decade career at Southwest, she rose from secretary to Herb Kelleher, the airline's founder, to President and COO of the legendary, award-winning airline - all the while maintaining her "Corporate Secretary" title as it was the role at Southwest that made her the proudest. Colleen personally selects the recipient of this award, which is reserved for the career administrative professional whose competence, employee advocacy, exceptional customer service and passionate dedication best exemplify the administrative profession.

The 2016 Colleen Barrett Award was presented to Mary Downes, Senior Executive Assistant to the President's Office and Board of Directors of Goodwill Industries of Denver.

Throughout her 14-year tenure at Goodwill, Mary's influence has expanded well beyond the "Executive Suite." Mary not only continues to add value by serving as a trusted advisor and partner to Goodwill CEO, Stuart Davie, but can often be found spending her time volunteering for Goodwill's career development program. In fact, Mary makes a point every day to spend a little time in Goodwill's work program that serves individuals with disabilities. Mary is a tireless advocate, a thoughtful leader, a humble supporter and Goodwill's loudest cheerleader - inspiring everyone she comes in contact with.

Congratulations to all of The 2016 Denver Metro Admin Awards winners and a very heartfelt thank you to our community of program sponsors, event partners, judges, nominators and invaluable advisory board members who made this inaugural program a huge success. We could not have done this without you.

And last but 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.

See you next year!

SUNNY NUNAN
Founder & CEO
The Admin Awards

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Centura Health would like to recognize all of our extraordinary administrative professionals for their invaluable contributions to our organization.

A special congratulations to Carrie Coston, a finalist in the 2016 AdminAwards, for her leadership, dedication and passion for helping others succeed.

Hats off to all of the nominees and winners!



Centura Health does not discriminate against any person on the basis of race, color, national origin, disability, age, sex, religion, creed, ancestry, sexual orientation, and marital status in admission, treatment, or participation in its programs, services and activities, or in employment. For further information about this policy contact Centura Health's Office of the General Counsel at 303-804-8166. Copyright © Centura Health 2016

Megan Lautenschlager Jenelle Szelest Elise Lorenz Cathy Waters

ENERGIZE
COLORADO

Congratulations to all of those who are nominated and thank you for the work each of you do every day to make our companies successful.

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f i y

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: DOUGLAS DENSLOW Ball Aerospace



Doug Denslow is an Administrative Associate Sr at Ball Aerospace and has been a member of the Ball team since March 30, 2015. Doug is honored to represent his company and team as a Rookie of the Year nominee.

He grew up in a small town in Michigan as the youngest of 16 children. At the age of 18 he enlisted in the United States Marine Corps where he spent nearly 10 years as an intelligence operator. After being honorably discharged, Doug relocated to Colorado and made this his permanent home. Upon leaving the

Marine Corps, he sought a career that would allow him to continue supporting our troops and the freedom of our nation. It wasn't until he became part of the Ball team that he truly felt he had found his niche. Doug's current position allows him to provide support and leadership that he knows ultimately has a positive impact on our men and women in uniform. Similar to the Marines, Ball provides an environment of continuous challenge, development and acknowledgement to its employees and he is proud to be a part of the Ball Aerospace team.

FINALISTS



DALLAS CROCKER
MHA Petroleum Consultants



CHER MALTA
WK Real Estate



KARI MCCLURE
UHealth



ALICIA RELYEA
HOSTING

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: JAMIE BELL Children's Hospital Colorado



Jamie is a Senior Administrative Professional for the Children's Hospital Colorado Medical Conference and Educational Center. Along with highlighting continuing education opportunities for their clinical staff, she is also responsible for the scheduling and coordination of over 7,800 activities, conferences, meetings, and events throughout the year – for over 180-departments' through-out the hospital.

Jamie has made a career in linking her past clinical experience as a Medical Assistant with her administrative duties in order to create new positions in a variety of specialties: Pulmonology, the Immunodeficiency Program, and Audiology/Speech/Learning Services (ASL).

Jamie is also Co-Founder and Event & Community Relations Coordinator of a local non-profit cleft lip and palate organization for Colorado families, Face-to-Face Colorado. This organization provides resources and social networking for families that need extra help navigating a potentially complicated, multiple-disciplinary journey ahead of them.

Along these lines, Jamie has been accepted to participate in a medical mission with Uplift Internationale and will be volunteering her administrative skills in the Philippines February 2017. Jamie is a wife, mother, and Colorado native and in her spare time can be found covered in paint as she unleashes her inner artist.

FINALISTS



SIOBHAN BLANCKAERT
Bonfils Blood Center



DEBRA ENGEVOLD
University of Colorado Health – Memorial Hospital



KAREN WARNOCK
Children's Hospital Colorado



KAMEE WEARDEN
Advanced Orthopedic and Sports Medicine Specialist



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Congratulations!

to Vivage Senior Living's Corporate Support Manager, Michelle Wilson! We are delighted that you have been named as one of the Leadership Award finalists for the 2016 Denver Metro Admin Awards!



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Bev Mitchell

Congratulations!

...for being Spirit Award finalist in the 2016 Denver Metro Admin Awards.



"Thank you for all that you do to make Swiftpage a great place to be every day!"

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: BRENDA STANDKE Prologis



Brenda Standke is a seasoned Executive Assistant with over 20 years of experience working with senior management and C-level executives. She has extensive domestic and international travel, calendar management and meeting planning experience. She has been working in the real estate industry since 2000 supporting executives at Prologis in Information Technology, Human Resources, Marketing, Sustainability, Investment Management and Operations. She currently supports the CEO of Europe and Asia at Prologis. Prior to that she supported the west area VP at Nabisco from 1998 - 2000 and the east area VP at The Pillsbury Company from 1991 - 1997.

In addition to her role as Executive

Assistant, she coordinates IMPACT Day, a global day of service where all employees volunteer in their local communities on the same day and Healthy Steps, a global walking competition with over 600 employees competing for prizes. She also manages the local Denver office fitness program and prior to that, chaired the Denver employee committee overseeing events for 300 employees.

Brenda graduated Magna Cum Laude from Northeastern University with a Bachelor of Science degree in English. She is a devoted Air Force wife of 23 years and an active member of the Daughters of the American Revolution and chairs the Project Patriot committee supporting U.S. active duty military.

FINALISTS



AMANDA MCKENZIE
Colorado Community College System



SUSAN PHILLIPY
Brocade



JUSTINE REVES
Advocates for Children CASA



VICTORIA SCOTT-HAYNES
Denver Public Schools



CATHY WATERS
Anadarko Petroleum Corporation

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: CARRIE COSTON Centura Health



Lighting the world through creativity and passion, Carrie Coston is an architect of "Wow!" bringing insight, innovation, and a common sense approach to everything. A conqueror of chaos and master of her domain, Carrie prides herself on building bridges between people while designing success by actualizing ideas through creative innovation and execution.

As a twenty-six year administrative aficionado, she has learned the power of teamwork, the importance of laughing at yourself, and the artistry of being a collaborative communicator committed to creating remarkable results. A disruptor of normal and possibility promoter, Carrie passionately facilitates

greatness through coaching, teaching, and mentoring to inspire impeccability in administration, communication, and self-mastery.

When chaos has been vanquished and order restored, Carrie can be found enjoying yet another community event with her volunteer work for Sai Maa LLC and HOPE Worldwide where she serves as the Chairperson for the Denver Chapter Advisory Board. Carrie is also a world traveler wannabe, lover of the fine arts, beauty, and shoes; and proud mother to an opera singing daughter who has been trained in classical voice at the San Francisco Conservatory of Music, and soon to be attending the Royal College of Music in London.

FINALISTS



PAM CARVEY
Insperience Business Services



ANGELA LATORRE
Mercer



MELANIE VARNEY
Ryan Company



MICHELLE WILSON
Vivage Senior Living

Congratulations

Bank of America is proud to recognize the invaluable contributions Lisa Bartnicki has made to the company and congratulate her on being selected as a finalist for the 2016 Denver Metro Admin Awards.

Join us in congratulating all of the nominees and finalists as we celebrate administrative excellence.

Visit us at bankofamerica.com/Colorado

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Bank of America



Congratulations

We are delighted to congratulate our colleague **Susan Quinn**, a finalist for the **Colleen Barrett Award for Administrative Excellence**. We celebrate the accomplishments of all the administrative professionals being recognized today.

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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: ERIK HEINZ Payroll Vault



Erik Heinz moved to Colorado from Montana after graduating from the University of Montana, Missoula with aspirations to build his career and experience the Rocky Mountain wilderness. He studied marketing and management and proceeded to work in a multitude of industries to gain experience and refining his approach to client satisfaction.

Passionate about self-awareness and professional growth, he continued to be adaptable and flexible as a way to further build his skillset and explore new

areas of opportunity, which lead him to Payroll Vault in 2012.

In his free time, Erik loves to ride dirt bikes, snowboard, and other exciting hobbies. He also moonlights as a talented musician and makes it a priority to see live music often. Driven and forward thinking, he has continued education in areas that include welding, programming, graphic design, film and media production, and personal growth and development.

FINALISTS



LISA BARTNICKI
Bank of America



MAGGIE LAMB
Platte River Networks



MEGAN LAUTENSCHLAGER
Anadarko Petroleum Corporation



LESLIE SCHALK
Silicon Valley Bank

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: KERRY KELLEY Hope House of Colorado



Kerry Kelley joined Hope House of Colorado in 2014 to provide administrative support to the executive team at Hope House. Responsible for maintaining an office environment at Hope House that is in optimum order, Kerry also provides accounts payable and vendor management and completes the daily tasks required for payroll and other human resources processes.

Customer service is a crucial aspect of Kerry's position, which includes supervising and directing office volunteers at Hope House. More recently Kerry played a critical role in helping

Hope House upgrade various operating systems, including Raiser's Edge, for the fundraising, finance, and human resource teams at Hope House. Previously Kerry served as the Office Manager at Bear Steam Cleaning, where she improved their utilization of QuickBooks as well as various internal tracking processes, helping the company grow from a revenue of \$500,000 to \$1 million.

Kerry is certified in QuickBooks Made Easy for Nonprofits and is a member of the Adams 12 Leadership Academy. Kerry and her daughter live in Brighton.

FINALISTS



SANDRA HILLENBRAND
Water For People



ELISE LORENZ
Anadarko Petroleum Corporation



BEVERLEY MITCHELL
Swiftpage



DANIN OLDERSHAW
HOSTING

CONGRATULATIONS

Jill Kannenberg-Doom

Finalist for the 2016
Denver Metro Admin
Loyalty Award

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EXCELLENCE

Brenda Standke Suzanne Green Melissa Means

We are proud to recognize Brenda Standke, Suzanne Green and Melissa Means for their achievements in administrative excellence and invaluable contributions to the success of Prologis.

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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: CAROLE GOSNELL City of Lakewood



Carole has been an Executive Assistant in the Mayor’s and City Manager’s Office at the City of Lakewood for nearly 35 years. Her job duties include front desk operations, executive communications, schedule management, travel coordination, facilitating programs and serve as a meeting organizer for the City Manager, Mayor and 10 member City Council.

She has worked for six mayors, six city managers and nearly 60 city councilmembers. She is known for her high degree of integrity, loyalty, problem solving, quick response and efficiency. She has gone out of her way to reach certain individuals even locating a

mayor attending a meeting at the Pentagon. Through the city’s four sister relationships, she has communicated with many dignitaries and colleagues from around the world.

She knew from the age of 4 that her goal in life was to be an administrative professional and followed through by obtaining a Certified Professional Secretary rating from the International Association of Administrative Professionals. She also obtained a bachelor’s degree in technical management from Regis University. Before her tenure at the City of Lakewood, she worked for the County Manager’s Office for Miami-Dade County, Florida.

FINALISTS



SHELLY BAUER
Gates Corporation



SHARON CROOK
Denver Rescue Mission



JILL KANNENBERG-DOOM
Hein & Associates LLP



JUDY WAHRMAN
PwC

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: ALICIA CRUTCHER Moye White LLP



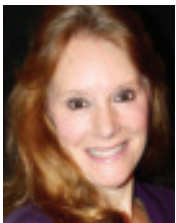
Alicia Crutcher is the Receptionist for the law firm of Moye White LLP. She has been in the legal field since 1985 and has worked at Moye White for 7½ years. She love working at Moye White because of the people she works with every day – they make all the difference. She enjoys the caring atmosphere at Moye White and how the people take care of each other.

In addition to being the Receptionist, Alicia helps with overflow word processing, creates charts/graphs for various practice groups, create PowerPoint presentations when needed, helps the legal assistants with “problem” documents, keeps the Firm tem-

plates updated and creates new ones as needed, helps set up new hires on the network before they start, helps with the billing cycle each month, helps maintain the Firm’s contact database, and helps where she can with anything else that comes along.

Outside of work, she enjoys their two dogs, Gabrielle (a Golden Retriever) and Eli, (a Large Munsterlander) and cycling. She rides the MS 150 mile bicycle tour every summer. She also has ridden the Bike Tour of Colorado, the Elephant Rock Ride in Castle Rock, Tour de Vineyards in the Grand Valley on the Western Slope, and various other bike tours in Colorado.

FINALISTS



SUZANNE GREEN
Prologis



JACKIE RODZEN
Mountain Aviation



Erik Heinz
Marketing Coordinator



Pam Carvey
Firm Manager & Executive Assistant



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Many times the competitive advantage is a person

The impressive individuals named as finalists for the “Admin Awards” are their organizations’ competitive advantage—tirelessly dedicated to supporting their colleagues and clients.

PwC takes great pride in its exemplary administrative team, as we congratulate Judy Wahrman as a Loyalty Award finalist.

www.pwc.com



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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: MARY DOWNES Goodwill Industries of Denver



With 41 years of administrative experience, Mary is committed to excellence in serving the needs of executive leaders and others and has intentionally chosen to support businesses and nonprofits that make a difference in the lives of individuals and communities. She is deft at managing multiple budgets and supporting strategic initiatives.

For the past 14 years, Mary has supported the Chief Executive Officer of the 2nd largest nonprofit organization in Colorado: Goodwill Industries of Denver. During her time at Goodwill, Mary has supported three CEOs and continues to serve in the elected position of Assistant Secretary for the Board of Directors, where she manages an evolving group of volunteer Board of Directors comprised of prominent executive leaders in the community. In addition to these du-

ties, Mary has mentored and managed several youth interns seeking experience in business.

Before moving to Colorado, Mary worked as the Executive Assistant to CEOs of hospitals (Amsterdam Memorial Hospital in upstate New York and Children's Hospital in Washington, DC) and health systems (Holy Cross Health System in Vienna, Virginia). She moved to Colorado 23 years ago to serve as Executive Assistant at the AMC Cancer Research Center in Lakewood, CO. She volunteers her time outside of work as the Denver Community Lead for a global, spiritual community, coordinating events and frequently hosting international visitors in her home. She enjoys spending time with her husband of 30 years, Ken, their four children and three grandchildren.

FINALISTS



GINA AUSTIN
Vectra Bank



KRISTEN HAZLETT
Silicon Valley Bank



SUSAN QUINN
BakerHostetler



SHANNON STOTT
Sierra Nevada Corporation

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

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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