

2021

# DENVER METRO ADMINAWARDS®



PRESENTING  
SPONSOR

**ISU** INSURANCE  
Services of Colorado

NATIONAL PARTNERS

**Southwest**  
Official Airline Partner

**STAPLES**  
Business Advantage  
Official Office Products Partner

AWARD LEVEL SPONSORS

**rh** OfficeTeam®  
A Robert Half Company



**CITYWIDE BANKS**

ADMIN ADVOCATES

**MESSNER REEVES LLP**  
DENVER | LOS ANGELES | NEW YORK

**WHIPPLEWOOD**  
CPAs





# 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 unrecognized and that they’re making a positive impact – especially on those around them.

All these things are absolutely true when it comes to Administrative Professionals, which is why it is our incredible honor to shine a light on Administrative Professionals and their invaluable contributions to their companies through The Admin Awards platform.

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 you.

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 many facets of this platform 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

## 2017 ADVISORY BOARD

- Lisa Bartnicki,**  
Bank of America Merrill Lynch,  
Executive Assistant
- Jamie Bell,**  
Children’s Hospital Colorado,  
Sr. Administrative Professional
- Michelle Bernard,**  
Denver Metro Admin Awards,  
Chair of the Board
- Charley Falkenburg,**  
University of Colorado Anschutz Medical  
Campus, Administrative Assistant III
- Melissa Holm,**  
Kaiser Permanente, Executive Assistant
- Jette Jenks,**  
SM Energy, Executive Assistant

- Megan Lautenschlager,**  
Anadarko Petroleum Corporation,  
Sr. Administrative Assistant
- Layla Pott,**  
Robert Half OfficeTeam,  
Administrative Assistant
- Bonnie Schutz,**  
Tandem Resource Solutions,  
Managing Partner & Virtual  
Executive Assistant
- Brenda Standke,**  
Prologis, Executive Assistant
- Kamee Wearden,**  
Advanced Orthopedic &  
Sports Medicine Specialists,  
Practice Administrator

## 2017 JUDGES

- Jeanne Bolt,**  
Centura Health-Littleton Hospital,  
Supervisor of Executive Business Support
- Debbie Buker,**  
Red Robin, Executive Assistant, Retired
- Kathie Lanum,**  
TIAA, Executive Assistant
- Louise Mendez,**  
SM Energy, Assistant to CEO/Manager,  
Office Services
- Sabrina Morgan,**  
Kaiser Permanente,  
Administrative Assistant
- Jodi Rolland,**  
Bank of America Merrill Lynch  
Market President,  
Managing Director
- Tom Wood,**  
Kleinfelder, Vice President





Proud to Support Our  
Administrative Professionals

Look beyond the obvious to see how our products make up your world  
**LookBeyond.org**



You are the very best at what you do, Vonda!  
Thank you for 20 years of five star  
dedication to our clients, business partners,  
community and team.  
We couldn’t do “it” without you!

EST. 1988

BROWN

TEDSTROM INC.

WEALTH MANAGEMENT





# WINNER



# Melody Ambrose

CH2M

{ THE COLLEEN BARRETT AWARD FOR  
ADMINISTRATIVE EXCELLENCE }

Melody Ambrose has more than 30 years in security, safety and Executive Administration. For the past 12 years, she has served for the Board of Directors and three CEO's for CH2M, an international Fortune 500 company.

Melody has served multiple Executives in support of successful projects, such as the closure of the Rocky Flats Environmental Technology Site and CH2M's capital restructuring. As Director of Philanthropy for Executive Women International Denver Chapter, she oversees their annual reading rally for at-risk schools and the ASIST Program awarding annual scholarships to support Denver women in transitional situations to further their education. Melody has a great compassion for serving and mentoring others at work and in the community.

Additionally, Melody enjoys the challenges, diversity and never-ending learning opportunities in her profession, and making a positive difference for others. Her strong ethical compass and organization, discipline and customer service skills are some of the keys to her successful career.

## FINALISTS



Christine Koleski,  
Habitat for Humanity of  
Metro Denver



Lisa Liss,  
Sherman & Howard,  
L.L.C.



Judith O'Shea,  
Ball Aerospace



Eliza Steinberg,  
Guterman Griffiths PC



## 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 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.

“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

Vonda Charboneau

BROWN & TEDSTROM

Vonda Charboneau joined Brown & Tedstrom, Inc. in September 1997 as Executive Assistant to Mark R. Brown. Her expertise in managing the business calendar, as well as trafficking and coordinating all calls with the appropriate team member, has earned her many accolades from the firm and clients alike. Vonda excels at client relations and is central to the business development activities of Mark’s Team. Highlights of her career also include an Oklahoma-based Residential Construction and Property Management company, an Artist Management and Music Distribution Company, and the University of Oklahoma Athletics Department in Norman, Oklahoma. In all of these organizations she has applied her organizational talents and interpersonal skills to advance their growth and/or initiatives.

FINALISTS



Stephanie Bentz,  
St. Anthony Summit  
Medical Center



Mary Caroselli,  
Ball Corporation



Suzanne Green,  
Prologis



Rikki Leon,  
Bank of America Merrill Lynch



Anna Roberson  
Alteryx

WINNER

THE ACHIEVER AWARD

Karen Fennell

UNIVERSITY OF COLORADO DENVER

Achieving goals and giving back to the university community is a source of pride for Karen. She is a passionate, high-impact professional with more than 17 years of experience at higher education institutions. Karen has a Master’s Degree in Anthropology and her deep interest in people, background in educational policy and navigation of administrative practices, while networking with staff and other university constituents, has proven helpful for the work she does at the University of Colorado Denver in the College of Liberal Arts and Sciences. Connecting with people, helping and supporting their endeavors, energizes Karen.

FINALISTS



Sherry Fetzer,  
Oakwood Homes



Andrea Martinez,  
Western Union



Stephanie Maxey,  
Workplace ELEMENTS



Rachel McNeerney,  
Colorado Oil & Gas  
Association



Christine Zandstra,  
Association of Colorado  
Independent Schools

WINNER


THE COMMUNITY CHAMPION AWARD

Susan Phillipy


BROCADE

Susan Phillipy is an Administrative Assistant in the Engineering department at Brocade in Broomfield. Susan has been with Brocade for six years. Prior to Brocade, Susan worked in Corporate Aviation as a Customer Service Manager. Susan supports Brocade's efforts to give back to the community by organizing blood drives supporting Children's Hospital and was recognized as “Blood Drive Coordinator of the Year” in 2016. In addition, she coordinates fundraisers and food drives for Community Food Share, toy drives for Share-A-Gift, and school supply drives. She is also involved in many of Brocade's employee resource groups including: B-Involved, Brocade's community outreach group; and, Women in Networking, Brocade's advocacy group for the collaboration and inclusion of women and men in the workplace.

FINALISTS



Rachel Dehner,  
Merrill Lynch



Patty White,  
IMA, Inc.

CONGRATULATIONS

— TO OUR FINALISTS —

Sherry and Jocelyn



OAKWOOD HOMES



Melody Ambrose

CH2M proudly recognizes all our administrative professionals for their outstanding contributions to our company.

We offer a special thank you to **Melody Ambrose, finalist** for the **Colleen Barrett Award for Administrative Excellence**, for her 27 years of dedicated service to CH2M and our Board of Directors.

Congratulations to all the 2017 nominees.





FINALISTS



Shannon Ambrosius,  
Prologis



Sara Clausen,  
UCHealth

{ THE LEADERSHIP AWARD }

WINNER

Tessa Campbell  
WEIFIELD GROUP CONTRACTING

With 12 years of training/administrative experience, Tessa Campbell joined Weifield Group 4.5 years ago when the company had less than 100 employees and was in need of Executive Management, Office Management, Human Resources, Event Planning and Receptionist assistance – multiple roles she was eager to take on using her solution-oriented creativity and determination. As Weifield has grown to 400 employees, Tessa has proven to be an invaluable Administrative resource and team player. In her newest role, Tessa uses her strengths to help the pre-construction team exceed their goals. Tessa has been given Herculean tasks to support the company's growth, and not only has she achieved them, she's surpassed all expectations for them while demonstrating the highest levels of integrity, professionalism and efficiency. Tessa proudly supports Weifield Group as it grows by committing herself to what she admires most about Weifield Group: The Weifield Way.



FINALISTS



Amy Grantowitz,  
Children's Hospital Colorado



Hannah Jamsay,  
Uplift Internationale



Mackenzie Santana,  
Avista Adventist Hospital



Clare Weipert  
Centura Health - Littleton  
Adventist Hospital

{ THE ADMINISTRATIVE EXCELLENCE  
IN HEALTHCARE AWARD }

WINNER

Adam Hauser

KAISER PERMANENTE FOUNDATION HEALTH PLAN OF COLORADO

Adam is a native to Colorado with a passion for helping people: clients and colleagues alike. He's been in Healthcare Administration for 12 years with Kaiser Permanente, and has worked and volunteered in an Administrative Assistant capacity for over 15 years, serving three organizations. Adam enjoys giving back to his community and volunteering, including projects with Habitat for Humanity on corporate builds. He's a former volunteer for Jefferson County Open Space, a current Volunteer Ranger Assistant for the City of Fort Collins and Larimer County, and a former volunteer Firefighter/EMT on the Colorado Eastern Metro I-70 corridor. He's hoping to continue his career in non-profit Healthcare Administration and is working towards a degree in that field.



FINALISTS



Barb Hamblin,  
Public Service Company  
of Colorado



Bridgett Jenefer,  
SM Energy Company



Lori Moran,  
Boy Scouts of America,  
Denver Area Council



Judith O'Shea,  
Ball Aerospace

{ THE LOYALTY AWARD }

WINNER

Lori Miller

LAKEWOOD POLICE DEPARTMENT

Lori Miller is currently the Administrative Assistant for the Chief of Police of the Lakewood Police Department. She has served in that role since 1979, working alongside six of the department's eight chiefs. Prior to that, she served seven years as a Legal Secretary for the City of Lakewood's Office of the City Attorney. Lori's personnel file is filled with commendations and letters of appreciation mentioning her loyalty, competence and dependability. She received the department's prestigious Police Service Medal in 2008 and a Chief's Commendation in 2011. As the hub of many key functions, Lori is the heart and soul of the Lakewood Police Department. Professionalism and compassion are her standards for customer service. As the chief's representative, she assesses requests, reconciles concerns with sensitivity, and effectively utilizes the department's resources. She is a critical link to the members of the department, and her wisdom and advice are invaluable to all.



*"A hero is any person  
really intent on making  
this a better place  
for all people."  
- Maya Angelou*

We are thrilled to congratulate our hero,  
Anna Roberson, on being a finalist for  
the 'Above the Call Award.' Thank you,  
Anna, for all you do for Alteryx.

alteryx | The Thrill  
of Solving

alteryx.com

IT STARTS WITH ONE

We are overjoyed to recognize our colleague, Lisa Liss,  
as a finalist for **The Colleen Barrett Award for  
Administrative Excellence.**

Congratulations to all of the incredible administrative  
professionals recognized at the 2017 Denver Metro  
Admin Awards.

SHERMAN & HOWARD

Corporate | Intellectual Property | Labor & Employment | Litigation  
Public Finance | Tax & Employee Benefits | Estate Planning | Family Law



WINNER

{ THE ROOKIE OF THE YEAR AWARD }



# Chelsea Nunnenkamp

COLORADO OIL & GAS ASSOCIATION

Chelsea Nunnenkamp is the Legislative & Administrative Coordinator at the Colorado Oil and Gas Association, supporting the association’s legislative outreach strategy, board of directors, and annual energy conference. Prior to joining the COGA team, Chelsea was a Legislative Staffer for the Colorado Senate Majority Leader, High School Civics Teacher, and humanitarian aid worker, executing development projects throughout Europe, the Middle East, and northern Africa. Chelsea earned a Bachelor of Arts in Political Science and Secondary Education at Metropolitan State University of Denver, where she graduated summa cum laude, and a Master of Arts in Global Development at St. John’s University. Chelsea’s passions have led her to more than 20 nations, yet she loves returning to her native Colorado where she enjoys family, craft beer, and the Rocky Mountains.

FINALISTS



Abigail Adams,  
Greystone Technology



Jessica Guenther,  
Xcel Energy



Lauren Just,  
MOD Assistants



Christie Miller,  
Anthem



John Townsend,  
Ball Aerospace

WINNER

{ THE SPIRIT AWARD }



# Christa Fafalios

PRINT POINTE

Christa Fafalios specializes in Customer Service, Sales, and Marketing at Print Pointe. She possesses an instinctive eagerness to collaborate and connect with people, and listens with an empathetic ear to bring customer’s visions to life. She brings a contagious enthusiasm to the workplace and cares deeply for everyone she works with. Originally from Austin, TX, Christa has earned a degree in Visual Communication Design, and has over a decade of experience in Corporate Communications and Graphic Design at IBM and Agrium. She stepped out of the cubicle, and has never looked back. She truly enjoys the fast pace, personal interaction, and sincere satisfaction of helping Print Pointe customers and coworkers.

FINALISTS



Bernadette Apodaca,  
Denver Public Schools



Sherry Davidson,  
CalAtlantic Homes



Traci Duncan,  
Paladin Commercial  
Group, Inc.



Jocelyn King,  
Oakwood Homes



Anna Pinelli,  
Rocky Mt. Adventist  
Healthcare Foundation

# Bu iness

Admins, thanks for all you do.  
We are incomplete without you.

www.GreystoneTech.com

## Honoring Excellence

Shannon Ambrosius

Suzanne Green

We are proud to recognize Shannon Ambrosius and Suzanne Green for their achievements in administrative excellence and invaluable contributions to the success of Prologis.

**Corporate Headquarters**  
Pier 1, Bay 1  
San Francisco, CA 94111, USA  
Main: +1 415 394 9000  
info@prologis.com

**Americas Headquarters**  
1800 Wazee Street  
Denver, CO 80202, USA  
Main: +1 303 567 5000  
Toll-free: +1 800 566 2706

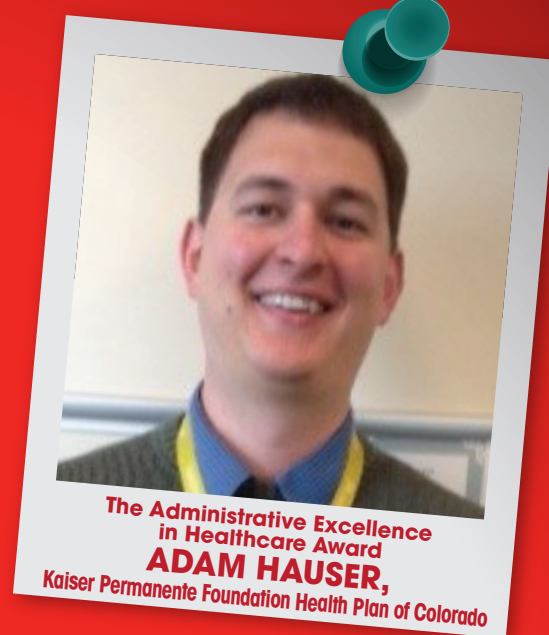
www.prologis.com  
Twitter: @Prologis

# DENVER METRO 2018 ADMINAWARDS®

## NOMINATIONS NOW OPEN

Nominate an administrative professional at [adminawards.com](http://adminawards.com)





# 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.



# THANK YOU TO OUR SPONSORS

PRESENTING  
SPONSOR



Insurance Services of Colorado, Inc., is a 133-year-old, full service insurance brokerage firm that serves businesses and individuals on their insurance and risk management needs. From a Commercial Insurance standpoint on the Property and Casualty related coverages, they provide Property, Liability, Automobile, Workers' Compensation, Excess Liability, Professional Liability / Errors & Omissions Liability and Directors & Officers Liability protection to name a few. They are part of an insurance networking organization, while remaining 100% locally owned and operated. The ISU stands for Independence, Strength and Unity, and through the group we have access to over 300 insurance carriers.

## 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. Book Southwest Airlines' low fares online at Southwest.com or by phone at 800-I-FLY-SWA.



Official Office Products Partner

Since 1993, Staples Business Advantage has been providing companies with customized supply programs that deliver a broad array of products and services, delivered fast and free to your office. With dedicated account management and advanced punchout capabilities, Staples Business Advantage helps you consolidate and automate more of your indirect spend with a trusted and reliable partner.

## AWARD LEVEL SPONSORS



## EVENT PARTNERS



This special Admin Awards publication has been generously printed by Staples Business Advantage.