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ADMINAWARDS™
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talent acquisition solutions

PRESENTS

GOOD — AS — GOLD

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

**OCTOBER 25, 2018
THE STATLER HOTEL DOWNTOWN**

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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 bring 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

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Director of Park Expenence

2018 JUDGES

- Colleen Barrett**
President Emeritus
Southwest Airlines
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Executive Assistant
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Cheers to you!

A special thanks to **Pauline Jaroszewicz** for her dedication & passion to the entire Andrews family!





We're proud to say she's one of US.

Congratulations to Rhonda Evans, Executive Assistant to our CEO, Ernie Sadau, for being named a finalist for the Dallas Admin Awards. "Well done, Rhonda!"



christushealth.org



WINNER



Semma Dave

UT SOUTHWESTERN MEDICAL CENTER

{ THE COLLEEN BARRETT AWARD FOR ADMINISTRATIVE EXCELLENCE }

Seema currently serves as the Clinical Research Manager at UT Southwestern Medical Center in the Anesthesiology and Pain Management department. She enjoys the challenge of merging creativity and business acumen in day-to-day operations. Her inclination to make a difference and interest for all facets of management are at the root of her passion for administration. Seema is a native of Louisiana where she received her Master of Public Health degree in Health Policy and Systems Management from LSU Health Sciences Center. Prior to working in Dallas, she spearheaded various efforts to increase business growth and sustainability for her company. Seema led initiatives with New Orleans city leaders in revolutionizing access to healthcare and improving health outcomes – simultaneously reducing Emergency Room utilization rates and costs to the city.

FINALISTS



Joslynn Mayo,
Boyd, Shackelford, & Barnett



Jacqueline Nguyen,
Triumph Bancorp, Inc.



Sheri Lawrence,
Studio Movie Grill



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.

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.

“Be authentic.
Be real.
Remember
who you are.”

WINNER { THE ABOVE THE CALL AWARD }



MARGIE LUNA

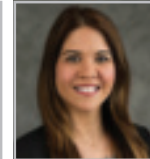
SOUTHWEST AIRLINES

Margie Luna has worked Administrative roles since 1971. At a Dallas law firm, her duties included answering the phone, greeting clients, lawyers, and maintaining the staff's docket calendar and library. At multiple insurance companies and a plastics manufacturing company, also in Dallas, she performed similar duties. In 1996, she joined Southwest Airlines in the Reservations Department helping Customers with flight and rental car reservations. As a Customer Care Representative, escalated Customer ticket issues and Spanish-speaking Customers were transferred to Margie. After 18 years on a 24-hour help line for Employees (Internal Customers), the opportunity arose to work at the front desk for the Executive Office. She is happiest welcoming visitors and extending Southwest Hospitality, supporting the Executive Office Staff, and participating in volunteer projects serving the community with her Team. Margie and her husband, Fernando have been married 45 years, and have four children and seven grandchildren.

FINALISTS



Joshua Joseph,
JCPenney



Andrea Cox,
Tolleson Wealth
Management



Susan Green,
Pioneer Natural
Resources



Berri Duran,
UT Southwestern



Pauline Jaroszewicz,
Andrews Distributing
Company

WINNER { THE ACHIEVER AWARD }



ELLEN LARIMORE FREEMAN

SENDERO CONSULTING

Joining the Administrative team at Sendero in the Fall of 2017, Ellen Larimore Freeman is primarily responsible for supporting the firm's Senior Leadership team and managing administrative demands across all functions of the firm, including consulting, talent management, finance, and marketing. Additionally, she is an active contributor to Sendero's Marketing Committee, developing internal and external content to enhance Sendero's brand. Prior to Sendero, she spent five years in non-profit operations, overseeing events, marketing, and public relations for the Burleson Area Chamber of Commerce. Ellen has a passion for helping others, especially children. In her spare time, she loves to create and DIY craft with her Cricut machine, host game nights with friends, and spend time with her new husband and their Labrador Retriever, Hallie.

FINALISTS



Stephanie Arnold,
TM Advertising



Alisha Benaglia,
SMD Consulting
& Accounting



Jenny Hitt,
Pioneer Natural
Resources



Elsa Garcia,
Region 10 Education Service Center



Maria Carvajal,
CyrusOne

KFC congratulates Elizabeth "Liz" Ridgley on being a 2018 Dallas Admin Awards Finalist! Liz is one of our Rock Stars that is a true Customer Service Maniac. We are thrilled to share this day with her and wish her all the best!

Congratulations

to our Dallas Administration Awards Finalists

- Kassandra Johnson
- Shelia Jernigan
- Rafael Hernandez
- Seema Dave

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

UTSouthwestern
Medical Center

utsouthwestern.org

Congratulations

TO ALL OF THE
ADMIN AWARD FINALISTS,
ESPECIALLY OUR OWN

EVELYN HALL

CREDIT UNION OF TEXAS

EXPERIENCE MORE...
CUTX.ORG

CONGRATULATIONS Maria!

Your team
at CyrusOne
is proud of you!

FINALISTS



Jamie Gilbert,
Texas Health



Janice Dobbs,
Medical City



Rhonda Evans,
CHRISTUS Health



Vivian Nguyen,
Changes Outpatient of Frisco
- Carrollton Springs Hospital

{ THE ADMINISTRATIVE EXCELLENCE IN HEALTHCARE AWARD }

KASSANDRA JOHNSON UT SOUTHWESTERN MEDICAL CENTER

Kassandra is a native of Dallas and began her administrative career more than 20 years ago as a legal secretary, supporting attorneys practicing law. She subsequently worked in other businesses, where she moved from administrative support roles into management as a result of her natural ability to solve problems and deliver excellent customer service. She brought highly developed skills and a natural ability to enhance and elevate the workplace environment with her positive attitude and dedication to serving others. Kassandra has since been promoted and she continues to support the executive team's ability to ensure the delivery of exceptional patient care. Her warm, calm, and cheerful demeanor makes a consistent positive difference in the lives of her coworkers, leaders, patients, and guests.

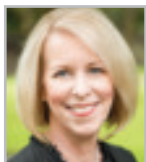


WINNER

FINALISTS



Kathy Bracamontes,
Ryan, LLC



Sheryl Atkin,
Hilton Dallas Lincoln Centre



Luz Rodriguez,
Texadia Systems



Laura Nava,
Pizza Hut LLC

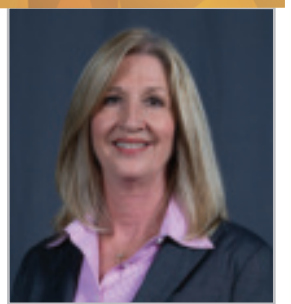


Adele York,
JCPenney Co., Inc.

{ THE LEADERSHIP AWARD }

KAREN SHUMAN DFW INTERNATIONAL AIRPORT

Karen Shuman is a Senior Executive Assistant at DFW International Airport. In her current role at DFW International Airport, Ms. Shuman is responsible for supporting the Chief Executive Officer. She has been with the airport for over 13 years holding various executive-level support positions after joining in 2005. Prior to her role at DFW International Airport, Ms. Shuman worked at the law firm of Benolken & Everett, P.C. from 2002 - 2005 as a Legal Assistant/Office Manager. She also worked at Citigroup (formerly The Associates) in a variety of executive assistant roles from 1978 - 2001, her last position supporting the Senior Executive Vice President of the Credit Card Division. Ms. Shuman is a native Texan having lived her entire life in the Dallas Fort Worth area. She is married and lives in Flower Mound, Texas with her husband Chris. She has two children, Daniel and Taylor, and one granddaughter, Emma. She earned her Associates in applied sciences degree as a legal assistant at Tarrant County Community College in Hurst, Texas.



WINNER

JCPenney
OUR NOMINEES MAKE US
EXTREMELY PROUD!

Pamela **BRADFORD**
Ruth **KEY***
Sarah **KOSTKA**
Stephanie **MCNAIR**
Cynthia **PINGREE**
Sherry **TEMPLE**
Crystal **WATTS**
Adele **YORK***

*FINALIST

Congratulations to all the nominees and winners.



Pizza Hut LLC would like to congratulate Laura Nava and Berri Duran! These women are sought-after thought partners and live and lead our culture every day. We couldn't be prouder of their accomplishments. Thanks for all that you do, Laura and Berri!

**Congratulations
and thank you**

for all your hard work
on making Epsilon
and the community
a better place.

EPSILON

Congratulations

**SHERI
LAWRENCE**

The Entire Studio Movie Grill
Team Applauds You!



WINNER**{ THE COMMUNITY CHAMPION AWARD }****FINALISTS****TERIE TRI****EPSILON**

Terie Tri always knew that assisting others was her calling in life, so being in the administrative field is exactly where she belongs. In 2016, she joined Epsilon to provide administrative support to 12 Vice Presidents and Senior Vice Presidents. Since then, she has often been referred to as the “chaos coordinator” by those she supports because she always makes sure all administrative tasks are completed accurately and efficiently with a positive and friendly disposition. In addition to her administrative role at Epsilon, Terie also volun-

teers as Communications chair for the international company-wide Community Outreach committee. In this position, she is constantly reaching out to inform and encourage associates to donate their time and resources to charities that are near and dear to their heart. In her spare time, Terie can be found cooking for her family, cuddling with her fur babies, volunteering, or playing board games with friends.

Leelyn Montes,
Texans Can AcademicsJackie Crowder,
MorochPatricia Estrada,
PWCTina Shuey,
The Inline GroupAngela Sparling,
Topgolf The Colony**WINNER****{ THE ROOKIE OF THE YEAR AWARD }****FINALISTS****JO ABILA****PIONEER NATURAL RESOURCES**

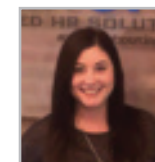
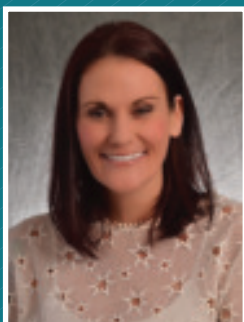
Jo Abila began working for Pioneer Natural Resources in 2015 as an office services representative in the facilities department, where she gained substantial experience in coordinating corporate events and travel arrangements for our Midland operations. Jo quickly became recognized by her colleagues as an employee with a positive attitude, strong work ethic and someone willing to go the extra mile. When an administrative professional position opened in operations, there was no one better qualified for the job. Jo hit the ground running and hasn't looked back. Jo enjoys working with her Pioneer team and for her manager, Barry Portman, who's the vice president of Permian

operations. She continues to go above and beyond with a smile every day. Not only is she a full-time administrative professional, but she's also a student at Midland College, where she's pursuing an associate degree in business administration. Outside the office, Jo enjoys going to the lake and spending time with family and friends.

Meagan Alexander,
HealthmarkITRafael Hernandez,
UT Southwestern
Medical CenterMallory Pyles,
Southwest AirlinesValerie Marquez-Salceda,
Tolleson Wealth ManagementAshley Will,
TBX Employee Benefits**WINNER****{ THE SPIRIT AWARD }****FINALISTS****MELANIE LENAHAN****SABRE**

Melanie Lenahan joined Sabre in 2013 as an Executive Assistant. For the last 2.5 years Melanie supported the Chief Marketing Officer and Senior Vice President for Sabre Airline Solutions and the global Marketing and Solutions Management team. She was instrumental in promoting the Sabre Culture across the global team through employee engagement. Melanie introduced a peer to peer Emmy recognition program for the global team. As well as planning team birthdays, lunches, cookouts, Holiday and

Christmas in July event and Gift Basket Raffles. She is very dedicated to those she supports by being proactive and works quietly behind the scenes to get the job done. Melanie has recently accepted a position outside of Sabre, she will be greatly missed but her recognition programs will be continued across the global team.

Krissy Sarine Van Brunt,
Southwest AirlinesEvelyn Hall,
Credit Union of TexasElizabeth Ridgley,
KFC GlobalDana Hicks,
Episcopal School of DallasNatalie Mamie,
Staff One HR**PIONEER**
NATURAL RESOURCES**Congratulations to our finalists!**

Jenny Hitt



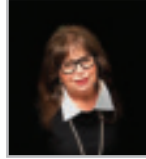
Susan Green



Jo Abila

HILTON DALLAS LINCOLN CENTER
IS PROUD TO ACKNOWLEDGE SHERYL ATKIN*Congratulations,
Sheryl!***Hilton**

FINALISTS

Carmelita Zenon,
AT&TShelia Jernigan,
UT SouthwesternRuth Key,
JCPenneyIrene Martinez,
Baylor Scott
& White HealthIrene Rodriguez,
CASA of Collin County

{ THE LOYALTY AWARD }

WINNER

DEEDEE RODRIGUEZ
DALLAS INDEPENDENT SCHOOL DISTRICT

DeeDee serves as the Executive Administrative Assistant to the Superintendent of Schools of the Dallas Independent School District. Since 2007, she's held this critical and vital position in the 5th largest school district in the nation through the tenures of four superintendents. DeeDee joined Dallas ISD in 1998 working at the campus level. This experience provided her with the perspective of what actually happens on a day-to-day basis in a district with over 221 schools, 20,000 employees, and over 156,000 students. DeeDee, the 2013 recipient of the Bayard H. Friedman HERO Award for the most Outstanding School Administrative Assistant in North Texas, serves as the liaison between the superintendent and staff, civic leaders, elected officials and community members. DeeDee and her husband Ron have three children, Sarah, Anthony and Claudia. She is the devoted grandmother of two boys, 12 and 13 years old, 5-year-old twin girls and a newborn girl.



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COLLECTION

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Sponsor of the
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FOR 35 YEARS!

CONGRATULATIONS

TO THE 2018

FOUNDERS AWARD

RECIPIENT

The Founders Award recognizes those organizations that create an exceptional work environment for their administrative staff in the following areas:

- ★ Opportunities for internal career advancement
- ★ Opportunities for career advancement into other roles or functions within the organization
- ★ Fosters interaction among the internal Admin community through an Admin council or similar, and works to build camaraderie and mentorship among one another
- ★ Executive Advocate or Admin Supervisor that works closely with the Admin team to ensure their opinions and perspectives are heard
- ★ Internal leadership opportunities through project management, special projects, committee service, councils etc.
- ★ Demonstrated career progression within the Administrative role in both title and compensation
- ★ Market competitive compensation
- ★ A positive leadership environment
- ★ Professional development opportunities
- ★ Acknowledgment of administrative staff during APW week and throughout the year

PIONEER
NATURAL RESOURCES

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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.

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PREMIER PARTNERS



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