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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, which is why it is our incredible honor to shine a bright light on Administrative Professionals and their invaluable contributions to their companies through The Admin Awards program.

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

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2018ADMINAWARDS

NOMINATIONS NOW OPEN

DALLAS | DENVER
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Nominate an Administrative Professional at
adminawards.com

CONGRATULATIONSTO ALL OF THE FINALISTS FOR THE 2018 SILICON VALLEY ADMIN AWARDS

A special thank you to Annie Loosle

We are tremendously grateful for your hard work, and we would not be where we are today without you!

hggc.com

Congratulations to Victoria Paz and Kaye Brown.

Thanks for making SugarCRM such a sweet place to work.



WINNER



Denise Polanco

HP INC.

{ THE COLLEEN BARRETT AWARD FOR
ADMINISTRATIVE EXCELLENCE }

Denise Polanco is a renowned C-Level Executive Assistant for HP Inc., a Fortune 100 company with more than \$52 billion in revenue. She currently serves as executive assistant to HP's President and CEO, Dion Weisler. During her 16+ year tenure with HP, Denise has supported a variety of C-suite executives and is experienced in managing everything from complex events and customer experiences to Board of Directors engagements and high-profile government and business endeavors. In addition to managing all the CEO activities, she orchestrates a diverse community of C-suite executive assistants and passionately spearheads internal training and recognition programs for the EA community. Denise is a fierce advocate for building careers across the company and is actively involved in the Santa Clara community. Before joining HP, Denise supported executives at Omidyar Network and Silicon Graphics. Denise currently resides in San Jose and holds a Political Science Degree from Santa Clara University.

FINALISTS



Shawna Harvel,
Maxim Integrated



Victoria Paz,
SugarCRM



Elena Schneider,
McManis Faulkner

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}



Adriana Herrera

SANTA CLARA VALLEY MEDICAL CENTER

Adriana is the Executive Assistant to Paul E. Lorenz, Chief Executive Officer at Santa Clara Valley Medical Center. Santa Clara Valley Medical Center is a comprehensive health care delivery system with a Trauma Center for adults and children, a Regional Burn Center, and a nationally recognized Rehabilitation Center. Adriana started her career as an administrative professional with Santa Clara County in 1990. Over the past 26 years, she has steadily climbed the County’s administrative professional ladder and in 2007 advanced to the position of Executive Assistant to the Chief Executive Officer; the highest-ranking office professional at Valley Medical Center. Adriana is proud of her career in public service and values her ability to bring hope, joy and a smile to everyone she comes in contact with each day. Adriana enjoys scrapbooking, reading, and hiking with her husband, Arturo. She also enjoys cooking and watching movies with her daughters, Jessica and Juliette.

FINALISTS



Estela Cota,
Maxim Integrated



Vy Dang,
Synopsis



Melanie Howell,
Highland Capital Partners



Laura Mathews,
Le Boulanger



Christine Wang,
Juniper Networks

WINNER

{THE ACHIEVER AWARD}



Jaime Miller

LINKEDIN

Jaime has found her true passion as an Executive Assistant, which she defines as helping people and organizations become successful. She joined LinkedIn in 2016 as Executive Assistant to the Vice President of Global Engineering Operations, where she has developed a strong brand as someone who can be consistently counted on. In addition to her day-to-day responsibilities, she has led various projects, including supporting the IT teams in the largest company-wide migration from Google Mail and Calendar to Office 365. With over 14 years of administrative and event management experience, Jaime’s influence extends beyond her executive and team. She enjoys mentoring others and sharing best practices within the administrative community. To further support those in and out of LinkedIn, she serves on the Administrative Professionals Conference Advisory Council. Outside of the office, you will find Jaime at the ballpark supporting her three children, or wine tasting with her family and friends.

FINALISTS



Annie Loosle,
HGGC, LLC



Alicia Ramirez,
Cisco Systems



Manon Roy,
Synopsis

WINNER

{THE COMMUNITY CHAMPION AWARD}



Carolyn Freitas

JUNIPER NETWORKS

Carolyn is an Executive Assistant at Juniper Networks, Inc. where she has worked for the past 13 years. In this role, she has supported multiple VPs and their departments in IT Infrastructure and IT Applications Management. Prior to Juniper, Carolyn was an Executive Assistant at Cisco Systems for six and a half years supporting the VPs and departments of IT Finance and IT Web Platforms. Fortunately in these roles, she has been able to fulfill her passion for service by organizing quarterly volunteer events, mobilizing the support of her coworkers and consequently sharing this passion for others to do the same. She holds an Associate’s Degree in Business from Mission College in Santa Clara and West Valley College in Saratoga. Carolyn is an avid 49ers fan. She enjoys volunteering in her community and her daughter’s school, playing with Kona her Golden Retriever, being around the horses on her ranch, and hosting international exchange students from Germany, Brazil and the Netherlands.

FINALISTS



Sandy Carpenter,
Cisco Systems, Inc.



Glenda Rasmussen,
Baker Elementary School,
Moreland School District

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NETWORKS

& T Systems

CONGRATULATES OUR 2018 FINALISTS!

Christine Wang
Carolyn Freitas

Ashley Valencia
Juliette Gomez

We are so *incredibly*
PROUD OF YOU!

FINALISTS



Marchelle Hammond,
Santa Clara Valley
Medical Center



Shawna Harvel,
Maxim Integrated



Khuyen Huynh,
LinkedIn



Victoria Paz,
SugarCRM



Cookie Wong,
Intuit

{ THE LEADERSHIP AWARD }

WINNER

Elena Schneider

MCMANIS FAULKNER

Elena represents all that is good in an administrative professional. As Senior Legal Assistant, her attitude is always 'I am part of a team'—and she really is. There is no one more motivated by the desire to continually grow and improve her skills and share her knowledge with her colleagues. Her excellent communication skills and rapport with team members, clients, fellow employees, and management make her a true asset to the firm. Elena leads by example. The minutiae involved in preparing a case for trial is mind-boggling but she takes pride in finding ways to organize and make the mountains of information manageable. She trains all the new legal assistants, teaching them the systems she put in place and keeping the firm functioning like a well-oiled machine. Always first to step up and contribute in any way that she can, Elena's loyalty and commitment to the firm is exemplary. Currently, she serves on SCCoLPA's Executive Board as Governor. She shares the association's passion and commitment to the education and training of legal professionals.



FINALISTS



Rebecca Bonham,
Sage Intacct



Jyl Savard,
McManis Faulkner



Le Vu,
Maxim Integrated

{ THE LOYALTY AWARD }

WINNER

Yasmin Patel

SYNOPSIS, INC.

Yasmin is an Executive Assistant for Synopsis, Inc. In her 21 years of service to Synopsis, she has directly supported up to four VPs and a technical staff of 350. "Yasmin has excellent organizational skills, a proactive approach, anticipates and mitigates potential problems, and a caring-but-firm touch," says VP Ravi Tembhekar. "She also shows exceptionally good judgment in her communications." Her excellent networking skills and length of service at Synopsis allow her to explain and provide support for any corporate process, whether in person, via email, or through internal websites she created and maintains herself. She is detail-oriented and makes sure nothing falls through the cracks, whether it's a small purchase request or coordination of a meeting with hundreds of attendees worldwide. Yasmin displays an amazing ability to work with cross-functional groups within Synopsis, with a ready-to-help attitude. "It's hard to imagine our office without Yasmin."



FINALISTS



Mercy Dominguez,
ForeScout



Máire Gardner,
TiVo Solutions Inc.



Anne Guevara,
Veritas Technologies



Sanjana Hariharan,
Latentview Analytics



Mimy Wraspir,
Lattice Engines

{ THE OFFICE MANAGER OF THE YEAR AWARD }

WINNER

Anthony Castaneda

BLOOMREACH, INC.

Anthony has been the Facilities Manager at BloomReach Inc. for just over a year now. He moved to California 6 years ago and has since acquired a passion for Facilities Management. Anthony spins many plates to ensure the facility runs efficiently, with safety and security as the top priority. He has made a large impact in a short period of time at BloomReach and is always looking for ways to improve the workplace experience. From delivering mail and ordering supplies to personally conducting office re-configurations and managing construction projects at multiple locations, he seems to always have it under control. He is a lover of music and spirits and enjoys nothing more than sharing these experiences with great friends. On the weekends, you will find Anthony hiking, biking and traveling as well as playing an occasional sand volleyball game.



Congratulations Sandy Carpenter!
Admin Award Finalist 2018



NOMINEES

Elsa Alvarado
Lauri Ellzey
Anna Kathner

FINALISTS

Shadia Mattar
Cookie Wong

Congratulations to our
valued and talented
Administration Award
nominees and finalists!

intuit

WINNER

{ THE ROOKIE OF THE YEAR AWARD }



Sophie Rubin

FIRST COMMUNITY HOUSING

Sophie was trained in the applied arts and went on to model housings for medical devices, make chandeliers, ceramics and furniture, and fabricate work for the Palo Alto Children’s Museum. In 2017, she made a career and industry change from product design to affordable housing and couldn’t be more thrilled with her decision. After a stint as housing coordinator for Affordable Housing Week at the Silicon Valley Leadership Group, Sophie accepted an opportunity as the Office and Communications Manager for First Community Housing, a nonprofit developer in San Jose. Sophie loves working in an office very much—especially one that offers a variety of work where she finds plenty of room for creativity. Her responsibilities include managing an office of 15 people across 3 departments, assisting the Executive Director, coordinating events like groundbreaking and grand opening ceremonies, and acting as liaison to the Board of Directors. Sophie is also taking classes in the Urban and Regional Planning Department at San Jose State University.

FINALISTS



Terence Bennett, Google



Shadia Mattar, Intuit



Christy Sawkins, Sage Intacct



Ashley Valencia, Juniper Networks

WINNER

{ THE SPIRIT AWARD }



Kristy Wolk

MAXIM INTEGRATED

Kristy Wolk has been with Maxim Integrated as an Executive Assistant since 2008. She holds a Bachelor of Science in Public Relations with a Minor in Communication in the Information Age & an A.A. in Liberal Arts. She believes in continuous employee development and is always looking for new projects to join. She is a member of Maxim’s CFO Mentor Committee, Assistant Forum Team and the Global Assistant Portal Team. Outside of Maxim, Kristy is on the board of her children’s school and volunteers when she can find time. Kristy believes in open communication and strives for a strategic partnership with her manager. With three children and a very busy schedule, she understands the art of creating a work/life balance. Kristy admires photography, enjoys a good road trip, and welcomes the idea of exploring new ways of doing things. She strives to stay creative, positive and most importantly, healthy.

FINALISTS



Marion Beasley, Veritas Technologies



Kaye Brown-Tempalski, SugarCRM



Juliette Gomez, Juniper Networks



Debra Herbert, Synopsys

Thank you for your leadership, execution excellence and passion.

Synopsys congratulates its 2018 Silicon Valley Admin Awards Finalists!

SYNOPSYS

FINALISTS

Vy Dang
Above the Call Award

Debra Herbert
Spirit Award

Yasmin Patel
Loyalty Award

Manon Roy
Achiever Award

THANK YOU, MERCY, FOR ALL YOU DO FOR US!

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Juniper Networks challenges the status quo with innovative products, solutions and services critical to businesses by transforming the economics of networking in the connected world. We are pushing the limits of silicon, systems and software for unified environments and open architectures in our routing, switching and security solutions. We are a leader in network automation, performance and creation. We create highly scalable, secure and cost-effective networks for unprecedented choice, agility, efficiency and value. We empower customers to unlock new business models and capitalize on new growth opportunities. We do so by challenging conventions to define what's possible, not simply what's next. Every product, solution and person who works at Juniper is driving business transformation that underpins the connected world.

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Southwest

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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.

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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.

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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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