

**ADMIN**AWARDS<sup>®</sup>  
HOUSTON

**PRESENTS**

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— AS —  
GOLD**

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

**MAY 22, 2019  
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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."

Now more than ever, this still remains true. People want to know that they matter, that

their contributions have not gone unnoticed and that they're making a positive impact within their social circle, at home and at their place of work.

This quote continues to resonate with me when I think of Administrative Professionals. For the third year in Houston, 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 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 continue to be reminded 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, more importantly, the Admin Awards brings joy to thousands of people each year. Thank you, once again, for your continued support as we honor and celebrate another year of superb administrative talent!

With gratitude,

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

## 2019 ADVISORY BOARD

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Houston First

**Diana Gonzales**  
Catholic Charities of the  
Archdiocese of  
Galveston-Houston

**Melissa Menchaca**  
MD Anderson Cancer Center

## 2019 JUDGES

**Colleen Barrett**  
President Emeritus  
Southwest Airlines

**Sherry Parsons**  
Executive Assistant  
Cisco

**Debra Fulcher**  
Office Manager  
SSM US

**Judy Johnson**  
Office Manager  
EDF Energy Services

**Melody Faircloth**  
Executive Assistant  
Rottet Studio

**Mike Brookover**  
Executive  
Alitek

**Luke Blankenship**  
Director of HR  
Aldridge

**"Next to Excellence is the  
Appreciation of It."**

**- William Makepeace Thackeray**



# WINNER



## Mary Jane Long

QUATROTAX LLC

{ THE COLLEEN BARRETT AWARD FOR ADMINISTRATIVE EXCELLENCE }

Mary Jane began her career 35 years ago at a small privately-owned company that provided comprehensive property tax administration. During this time, she was asked to handle a variety of functions, which she took on willingly and professionally. Not only did she handle administrative duties, she took care of research, case preparation and client relations in addition to other duties. Mary Jane not only dealt with clients, but tax office and appraisal district staff as well. She had to be compassionate and caring when dealing with clients and firm persistent, courteous and respectful when dealing with the staff at the tax offices and appraisal districts. Mary Jane developed many valuable relationships at the tax offices and appraisal districts which benefited the company as well as our clients. Outside of the office, Mary Jane has followed her granddaughter in Future Farmers of America events, attending her livestock showings regularly. She has also served on a couple of committees at the Houston Live Stock Show and Rodeo and is currently the Administrator of her committee, Rodeo Contestant Services.

### FINALISTS



Brande Miller,  
Camden Property Trust



Lynda Norton,  
Gulf Coast Authority



Selia Olivarez,  
Accelerate Learning, Inc



Ronda Smith,  
Rosehill Resources, Inc.



## 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.

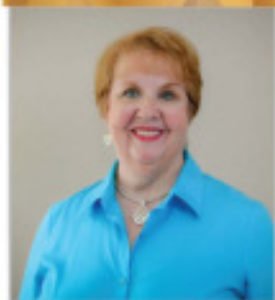
My strength is customer service and people and everything that touches people, and, honestly, being President and CEO wasn't my favorite position at Southwest...my favorite position was Executive Vice President- Customers. Customer to us means employees, passengers, and shareholders, so I could really 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 }****LILAJAN HIBBS****SOUTHWEST AIRLINES**

LilaJan has been with Southwest Airlines for a total of twelve years. She was an Admin for five years at the Houston Reservation Center, and has been at Hobby Airport since 2015 in the Station Services Office. Prior to joining Southwest Airlines, she held several Administrative positions in the banking industry, with property management companies, and with her church. Working at Southwest is very rewarding especially since the goal as an Admin is to give exceptional service to our internal Customers, namely our Agents, our Supervisors, and our Managers.

She tries to fulfill their needs, sometimes before they even know that they have one. Her greatest accomplishment, though, has been being married to her wonderful husband Roger for 32 years, and to have raised four successful children.

**FINALISTS**Crystal Amethyst Huffman,  
indiGO Auto GroupKimberly (KJ) Moore,  
Align SolutionsAngie Pecina,  
UT MD Anderson Cancer CenterBeth Thomas,  
Robert Half**WINNER****{ THE ADMINISTRATIVE EXCELLENCE IN ENERGY AWARD }****DOLORES MILLICAN****HALLIBURTON**

Dolores Millican is a Senior Executive Assistant - Industry Relations at Halliburton. She has worked for 43 years of the company's 100 year history. She began her career in the Victoria, Texas district field office immediately after receiving an Associates of Arts degree in Business Administration in 1976. Dolores has held several positions after being promoted to Houston: division secretary, executive assistant for Executive Sales, and was selected to be one of the assistants to work on the corporate Project GO Team to restructure the company. Following the reorganization, she worked as the executive assistant for the Vice President of

Industry Relations, and then promoted to Senior Executive Assistant. Dolores manages and facilitates hosts for their major entertainment venues, oversees the department's budget, and facilitates numerous industry events. She is an energetic, loyal, detail-oriented, and proactive person. Dolores is a current member of the Oil & Gas Admins International organization and Spindletop Charities volunteer.

**FINALISTS**Marisa Garcia,  
Enchanted Rock, LLCMerry Kay Romero,  
Carrizo Oil & GasBrenda Smith,  
Rosehill Resources, Inc.**WINNER****{ THE OFFICE MANAGER OF THE YEAR AWARD }****JUDITH JOHNSON****UT MD ANDERSON CANCER CENTER**

Judith Johnson, CAP, OM, PM, an Office Manager at UT MD Anderson Cancer Center, has worked in the administrative profession for over 18 years. She holds specialty certifications in Office Management and Project Management. Judith manages the administrative personnel in the Department of Laboratory Medicine. She handles compliance, accreditation, budget, HR issues, and all operations for her Department. She served as the 2014/2015 President for IAAP's Medical Center Chapter and was a scholarship recipient at the 2013 EFAM in Anaheim, CA. She volunteers much time educating admins by presenting on topics

such as "Your Written Communication, What Does It Say About You" and "Constructing Your Career". She participated in mentorship workshops as a mock interviewer and resume reviewer. She provided editorial assistance for the 2011 and 2019 versions of the book, Laboratory Administration for Pathologists, of which she is acknowledged in both. Most recently, in 2019, she started the Administrative Professionals Development lecture series. Topics for these include "Professionalism and Civility", "Real Colors", and "Emotional Intelligence".

**FINALISTS**Jody Pollos,  
The Go SolutionRachel Zakos,  
Interline Mortgage  
Services, LLCCatherine Barchfield,  
EXCEL Midstream  
Solutions, Inc.Jeri Johnson,  
Weir Consulting**Carrizo Oil & Gas**

**Thank you Administrative Professionals –  
we couldn't do it without you!**

*Congratulations to our Finalists*  
Magideh Marlowe, Leadership Award  
Merry Kay Romero, Administrative Excellence in Energy Award

**CONGRATULATIONS**

Congrats **Brande Miller**  
on being a finalist in  
TWO categories –  
Colleen Barrett Award  
& The Leadership Award.  
Thank you for all you do!

Your Camden Family

**CAMDEN**



## FINALISTS

Megan Aston,  
UTHealthHeather Vasquez,  
UT MD Anderson  
Cancer CenterBrittnie J. Wright,  
Texas Children's HospitalTHE ADMINISTRATIVE EXCELLENCE IN  
HEALTHCARE AWARD

## WINNER

JOSELIN MARTINEZ  
TEXAS CHILDREN'S HOSPITAL

Joselin Martinez is a Senior Administrative Coordinator to the Pediatric Department of Neurosurgery at Texas Children's Hospital, which is the largest and one of the highest-ranked Children's Hospital in the United States. Joselin works closely and assists the Chief of Neurosurgery Dr. Howard L. Weiner and Dr. Guillermo M. Aldave, as well as being the division's academic coordinator for the resident and fellowship program. She assists and streamlines complicated and tedious department processes daily. She has over 12 years of administrative experience, respectively in the tax law firm and healthcare field. Joselin has carried high independent responsibilities throughout her career and has been told by her team that she's an efficient stellar admin who has carried her role with the most courtesy, dedication, and extreme pleasant demeanor. Currently Joselin is a member of the American College of Healthcare Executives as well as a member of the Medical Group Management Association where's she's actively involved. Joselin currently holds a Dual Master's Degree in Healthcare Administration and Business Administration as well as being certified as a medical office manager and lean six sigma.



## FINALISTS

Magidhe Marlowe,  
Carizzo Oil & GasChanda McCarey,  
Triad Retail  
Construction IncJanice Melhorn,  
Anadarko PetroleumNorvella Smith,  
AJGNadine Villatoro,  
Cardtronics

## THE LEADERSHIP AWARD

## WINNER

BRANDE MILLER  
CAMDEN PROPERTY TRUST

Brande Miller joined Camden in June 2000 as the Executive Assistant to the CFO. She contributes to the success of Camden by playing an integral role in various company transactions while supporting the CFO and the Finance, Tax and Treasury teams. Over the last 19 years, Brande has been involved in many company initiatives including serving as a multiple year Camden Cares Leader, coordinating skits for Fall Frenzy, the liaison for Camden's Trust Managers for the Board Portal, and was one of the first mentors in Camden's Corporate Mentor Program. She is also a two-time Camden National ACE Award winner. Brande wears many hats in her daily work life. She could be doing anything from resolving Board Room technology issues to communicating with bankers to digging around in a copier trying to clear jams. It's never the same and she loves it that way! When Brande is not at work, she enjoys playing golf, watching football and hockey and spending time with her children, grandchildren and two dogs.



## FINALISTS

Kathryn LaBrosse,  
Neuterm CorporationJosie Mulrog,  
AVISPLKimberly Scott,  
Robert HalfEdna Tellez,  
Houston First Corporation/  
Visit Houston

## THE LOYALTY AWARD

## WINNER

THELMA FLORES  
RSM US LLP

Thelma Flores began her career 37 years ago as a secretary for a fast-paced company in the Houston area. Throughout her tenured career, Thelma recognized the importance of customer service and leaving a lasting impression for everyone she works with. The words "detail oriented" is not only an accurate description of Thelma's work ethic, but it has become a trademark. She manages all office supplies needed for the entire office which has grown tremendously in the past 20 years. Thelma started with the firm in 1998 when it was a 35-person practice. It has since grown to a staff count of 300+ with many diverse needs. Thelma resides in Katy, TX where she enjoys spending time with family, getting involved with her church, and traveling.



## CONGRATULATIONS

to our finalist for the Administrative Excellence in Energy Award and The Colleen Barrett Award for Administrative Excellence  
**Ronda Smith!**



From all of us at Rosehill Resources, thank you for making this such a great place to work!

# Congratulations!

## ADMINAWARDS

### 2019 NOMINEES

For your tireless effort, infallible dedication and willingness to go above and beyond, Archrock thanks all of this year's nominees. No one could do it without you.

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**Archrock**  
archrock.com



**WINNER**

{ THE ROOKIE OF THE YEAR AWARD }

**HANNAH SCHULTZ****METHOD ARCHITECTURE**

Hannah Schultz grew up in Baytown, Texas as the middle child of 11 children. She has a passion for all things mechanical, from working on her car to installing HVAC systems. She spends her time outside of work trying to keep up with her boyfriend and his 2 sons, Nico (4 years old) and Evan (2 years old), who have a LOT of energy. At work, Hannah loves fixing problems and creating more efficient systems that improve productivity and help lower costs. She is proud to be apart of the Method team and looks forward to continuing to serve as an Admin!

FINALISTS



Kyle Cameron,  
Accelerate Learning, Inc



Kariss Smith,  
UT MD Anderson  
Cancer Center



Samantha Gates,  
Cenergy International Services

**WINNER**

{ THE SPIRIT AWARD }

**AIDEE SLAUGHTER****ACCELERATE LEARNING, INC.**

Before she joined Accelerate Learning, Inc. (ALIn), Aidee was in the dental field for 20 years. She had always been excited about science and the mysteries of the universe. When the opportunity arose to help students have fun and learn about the wonderful world of science, she left the dental field to join ALI. Aidee is a liaison between various departments, employees, and vendors. She oversees expenditures and works with accounting to maintain the department's budget. In addition, she helps maintain an organized

office, performs clerical duties, provides support for various curriculum projects, and completes executive support tasks to ensure organizational sustainability. Aidee's goal is to help the company grow by doing her part. She strives to build trust and strong long-term relationships with customers. In her spare time, she spends time with her family, swims, reads by the beach, and travels to exciting places

FINALISTS



Princess Zambano,  
Girl Scouts of  
San Jacinto Council



Missy Maynor,  
Robert Half



Ruth Getachew,  
HCSS



Cindy Bruchmiller,  
Southwest Airlines



Nichole Anthony,  
AVR, Inc.

**ADMIN**AWARDS<sup>®</sup>NOMINATIONS  
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Nominate an Administrative Professional at [adminawards.com](http://adminawards.com)





Spirit Award  
**AIDEE SLAUGHTER**  
Accelerate Learning, Inc.



Colleen Barrett Award  
for Administrative Excellence  
**MARY JANE LONG**  
QuattroTax LLC



Above the Call Award  
**LILAJAN HIBBS**  
Southwest Airlines



Rookie of the Year Award  
**HANNAH SCHULTZ**  
Method Architecture



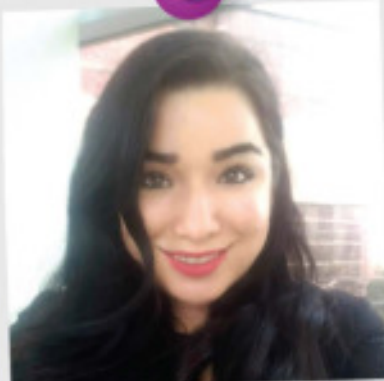
Administrative Excellence in  
Energy Award  
**DOLORES MILLICAN**  
Halliburton



Loyalty Award  
**THELMA FLORES**  
RSM US LLP



Leadership Award  
**BRANDE MILLER**  
Camden Property Trust



Administrative Excellence in  
Healthcare Award  
**JOSELIN MARTINEZ**  
Texas Children's Hospital



Office Manager of  
the Year Award  
**JUDITH JOHNSON**  
UT MD Anderson Cancer Center

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The 2019  
Winners

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