

DENVER METRO
ADMINAWARDS

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A CITY-WIDE CELEBRATION OF
ADMINISTRATIVE EXCELLENCE

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OCTOBER 30, 2019

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A LETTER FROM THE ADMIN AWARDS FOUNDER

The 2019 Denver Metro Admin Awards, marks the fourth year that Denver area employers join forces to recognize the one thing that they all undeniably have in common; a community of extraordinary Administrative Professionals who contribute in endless ways to the success of organizations that call the Bay Area home.

This year's Finalists and Winners raised the bar once again, for what it means to be an extraordinary contributor in the administrative field. This community of Administrative Professionals succeed in providing tremendous value to their executives and organizations and remind us that the role of the modern-day Admin is as diverse in its duties as it is critical to an organization's ability to operate successfully.

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. Without people that believe whole-heartedly in the tremendous impact an Administrative Professional can have on an organization, and take action behind that belief, there would be no Admin Awards.

One of those people was Herb Kelleher, Founder of Southwest Airlines. The very public and early example Herb set of what it meant to fully understand the value of an Administrative Professional paved the way for a program like the Admin Awards. At a time when the movie 9 to 5 was a reflection of the lack of appreciation and respect for Secretaries, Herb was busy promoting his Legal Secretary, Colleen Barrett, through the ranks at Southwest. With Herb's advocacy, Colleen's tremendous impact and phenomenal job performance ultimately earned her the role of President & COO of the Airline over the course of her five-decade career, demonstrating for all that the sky truly is the limit for those determined enough to reach for it.



The Admin Awards continues to be eternally grateful for the example set by Herb and Colleen of what a strong business partnership between an executive and Administrative Professional can accomplish. And we are honored by the opportunity to tell their story across the country through our program's most prestigious award, The Colleen Barrett Award for Administrative Excellence.

We congratulate all of the 2019 Denver Metro Admin Awards Finalists and the nine Award Winners for upholding the incredible standard set by Colleen Barrett through her work at Southwest Airlines and thank you for a job so very well done.

With Boundless Gratitude,

Sunny Nunan
Founder, CEO & Proud Daughter of an Executive Secretary
Admin Awards

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2019 JUDGES

Colleen Barrett
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University of Colorado Denver

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Administrative Assistant
Occidental Petroleum

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Dani Garfario
HR Generalist
Gastroenterology of
the Rockies

Megan Hall
Executive Assistant
Occidental Petroleum

Bonnie Schutz
CEO / COO
Tandem Resource Solutions





WINNER

Courtney Blodgett

COMMUNITY COLLEGE OF DENVER

{ THE COLLEEN BARRETT AWARD FOR
ADMINISTRATIVE EXCELLENCE }

Courtney is a U.S. Army Veteran, with over 14 years of experience in administration and office management through a variety of different jobs, with the most recent being Executive Assistant to the President of the Community College of Denver (CCD). In her Executive Assistant role Courtney's number one priority is to support & advocate for students to resolve issues, encourage student involvement in campus activities and organizations, and inspiring students to achieve their goals! In essence, it is doing a little of everything from scheduling and arranging travel for the President, balancing the budget, helping with student events, and building relationships across campus. Beyond her work at CCD, Courtney has received three accommodations from the U.S. Army, holds a Bachelor of Science and two Masters of Education all in education, and is applying for a PhD Program. Her professional goal is to become a College Professor. Fun facts about Courtney, she is NOLS Alumni (National Outdoor Leadership School), has over 400 days of backcountry trip experience, and she does CrossFit six days a week!

FINALISTS



Angela Beale, CU Denver



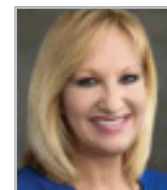
Ashley Sparhawk,
Global Down Syndrome
Foundation



Bonnie Azevedo,
Moye White LLP



Cheryl Davis,
Cresa



Kelley Southern,
Denver Museum of
Nature & Science



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!

He was a great servant leader. He loved life and you almost couldn't be around him and not catch that love of life and love of people.

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 }

**WINDY ROUNDTREE****LIBERTY GLOBAL**

Windy Roundtree is the Executive Assistant to the Senior Vice President of Investor Relations at Liberty Global, one of the world's leading converged video, broadband and communications companies. Liberty Global has operations in six European countries under the consumer brands Virgin Media, Telenet and UPC with \$11.4bn in revenue. Windy works with both internal and external administrative professionals as well as investors and business owners globally to schedule meetings, manage investor conferences and quarterly earnings results calls. She is also the website administrator for all press release and website postings. She is a trusted resource who frequently assists other departments within the company with complex,

high-level meetings and global teleconferences. Windy is a dedicated, approachable, motivated and reliable team member. Windy has over 18 years of experience and is committed to excellence in service by keeping her executives organized, prioritized and less stressed. Before joining Liberty Global in 2012, she served as an Executive Assistant in both the cable and telecommunications industries. Windy studied at Eastfield College in Texas where she received her Associates Degree in Business Administration and Computer Science.

FINALISTS

Regina Cardenas,
HSS Inc.Robin Cruz,
Janus Capital GroupAndrea Mrzlak,
Continuum PartnersArlem Sanjuan,
Aurora Public Schools**WINNER**

{ THE ACHIEVER AWARD }

**RACHAEL HERMANN****WANA BRANDS**

With over fifteen years of experience supporting senior level executives in Rachael Hermann serves as the Executive Assistant to CEO Nancy Whiteman at Wana Brands. In addition to providing high level administrative support, Rachael also provides project management oversight and coordination for Wana's new product development initiatives in Colorado. Rachael has taken initiative and expanded her role at the company by developing project management protocol, managing new product development and overseeing new product launches in Colorado. Since joining the Wana team in 2014, Rachael has helped launch dozens of new products

for the brand. She has honed her project management and administrative talent at Wana and continues to improve by pursuing further certification. Prior to joining Wana, Rachael studied at Wichita State University. Rachael is also involved in Wana's Culture and Wellness committee, which provides programming for Wana employees to socialize, have fun, and enhance their lives outside of work.

FINALISTS

Robbie Bolin,
LivWellAmanda Fish,
TechstarsCheyenne Somers,
Griffiths Law PCChristine Lydon,
KPMG LLPMelisa Clark,
Janus Henderson Investors

FINALISTS



Hayden Cleverly,
Global Livingston
Institute



Amanda McKenzie,
SASE-Society of Asian
Scientists & Engineers



Antoinette Urioste,
Dept of Interior -
Office of Natural Resources Revenue

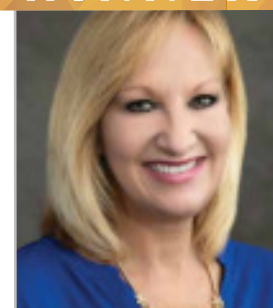
{ THE ADMINISTRATIVE EXCELLENCE IN PUBLIC SERVICE AWARD }

WINNER

KELLEY SOUTHERN

DENVER MUSEUM OF NATURE & SCIENCE

Kelley Southern is the Executive Assistant to the President & CEO at the Denver Museum of Nature & Science, a position she has held for 14 years. She has over 20 years of administrative experience that began in the tech industry where she supported five C-level executives before joining the Museum in 2005. Kelley grew up in Natchez, Mississippi and attended the University of Mississippi before moving to Colorado in 1987. She and her husband, Brent, met at Ole Miss in 1980. They reconnected in 2015 and just celebrated their 2nd wedding anniversary. Kelley's daughter, Susannah, will graduate from the University of Wyoming in December and will begin pursuing her Master's degree in Food Science & Human Nutrition. Kelley enjoys sporting events, especially Ole Miss football, Fantasy Football (she's the commissioner), and tending her "crops" in her backyard garden. She considers her position at the Museum the "best job in Denver!"



FINALISTS



Katie Dell,
RK



Sage Johnson,
Weifield Group
Contracting, Inc.



Natalie Stevens,
Moss Adams LLP

{ THE LEADERSHIP AWARD }

WINNER

TAMMY HARCROW

COLORADO HOSPITAL ASSOCIATION

Tammy Harcrow began her career 40 years ago in an entry level clerical position with a Fortune 500 telecommunications company. Through training, hard work and fine-tuning her skills, her support of various departments and groups evolved to include C-Suite support. Following her 33-year career in telecommunications, Tammy's industry experience also evolved as she worked for a clean energy venture startup and eventually a health care association. Tammy is currently the executive assistant to the President and CEO at Colorado Hospital Association, a non-profit organization focused on health care. She will tell you the thrill of supporting others is the variety, challenge, and in achieving the impossible for their success. She is a Colorado native and lives with her husband in Centennial; she enjoys doting on their two dogs, cooking, gardening, and listening to music. Tammy believes she is doing the job she is passionate about and plans to continue doing it awhile longer.



FINALISTS



Amy Fountain,
AdCellerant



Jean Wallace,
KPMG LLP



Joyce Alden-Schuyler,
The Cable Center



Shawna Westphal,
Techstars

{ THE SPIRIT AWARD }

WINNER

SEVA KOUREMETIS

ACM LLP

Seva Kouremetis, ACM Event Logistics & Project Coordinator, started at ACM in 2013. Prior to joining ACM, Seva proudly worked on the BP Oil Spill for four years and was part of the team who opened Boulder's St Julien Hotel. Seva first started at ACM by assisting CEO and Chairman, Greg Anton then transitioned into her current role in early 2018. She plans all internal and external events at ACM, is the ACM Fun Committee lead, and works closely with firm partners, CFO and Marketing Director. She is known for her energy, organization, and unmatched follow-through. She and her husband, Tim, are avid travelers and when Seva isn't at the office she can be found paddle boarding, walking her dogs and entertaining in her new home. Seva thanks ACM for seeing her strengths and finding the perfect fit for her, as well as friends and family for their unconditional support.



FINALISTS

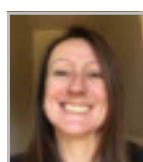
{ THE LOYALTY AWARD }

WINNER

DEBBIE ATKINSON

ARAPAHOE COUNTY

After growing up in Los Alamos, NM, I moved to Denver after high school. For 14 years I worked at Life Partners Group and then found myself out of work due to a buyout and relocation of the company. I joined Arapahoe County in 1996 in the Special Services Department. In 1998, I moved to the Information Technology Department. Through the years, I have broadened my knowledge and progressed into the role of Office Coordinator, handling all administrative functions of my department of 72 employees. I manage all accounts payables, contract management, training and travel arrangements, expense reimbursements, budget entry and reporting, payroll, county-wide printer management, departmental web pages, training and departmental performance metrics management, and our annual PC rollout ordering. I enjoy my job and the people I work with and am so grateful for the opportunities I have had to grow. I am beyond elated that my manager nominated me for this award.



Julie Allen,
Davita



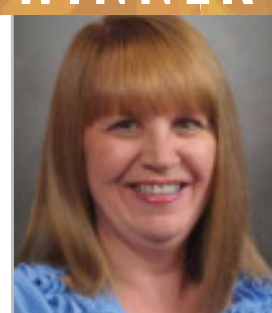
Adrienne Davis-Kallas,
Janus Henderson Investors



Traci Rinker,
Griffiths Law PC



Tracie Wiedmaier,
Moss Adams LLP



WINNER{ THE OFFICE MANAGER OF
THE YEAR AWARD }**BRITTANY BASTIEN****SPHERO**

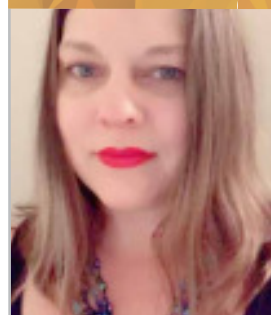
Brittany Bastien is the Office Manager for Boulder, Colorado-based EdTech startup Sphero. She brings more than 10 years of administrative experience in Office Management, in industries ranging from finance to recruiting and now in STEAM-based learning solutions. In her two years at Sphero, Brittany has excelled at streamlining requests and questions from nearly 150 employees to create a hub of solutions for day-to-day operations. While focusing on creating a positive, inclusive office culture, Brittany has also stepped up to support the Sphero Human Resources

Team as the People Operations Generalist. Brittany graduated from Fairfield University with a bachelor's degree in Business Management with a minor in Environmental Studies. Brittany, a Connecticut native, moved to Boulder with her dog Kodi, to fulfill a dream and embrace all that Colorado living has to offer. In her free time, she enjoys hiking, camping and snowboarding with friends, depending on the weather.

FINALISTS

Haley Maduff,
PNC BankKandace Greene,
Navjoy, Inc.Olga Griffin,
Vail Resorts**WINNER**

{ THE ROOKIE OF THE YEAR AWARD }

JESSICA ROSE**AMERICAN FURNITURE WAREHOUSE**

Jessica Rose is an executive assistant to Jake Jabs, President and CEO of American Furniture Warehouse. While Jessica has been an executive assistant for just one year, she has been with AFW for over four years, has more than fifteen years of experience in the furniture industry, and has a BA in Public Relations. In addition to her work as an executive assistant, Jessica is responsible for the overall PR and charitable giving at AFW. She has received many commendations and letters of thanks from

organizations across Colorado during her brief time in this capacity. Jessica also organizes volunteer opportunities for employees, such as the Miracle on the Rocks fundraiser to benefit Children's Hospital of Colorado. She is most grateful to be in a position where she can help to give back to the community through AFW.

FINALISTS

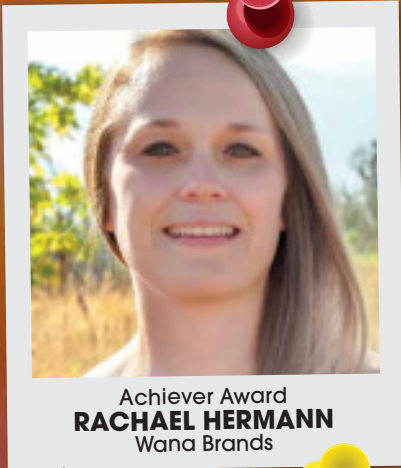
Alexis Lincoln,
Bye AerospaceAmy Brooks,
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TechstarsHanna Ackerman,
Canavan, Syddall and AssociatesSamantha Thompson,
Southwest Airlines

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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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