

HOUSTON  
**ADMIN**AWARDS®  
PRESENTS

GOOD  
= AS =  
GOLD

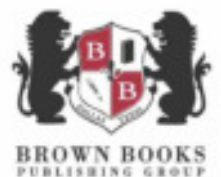
A CITY-WIDE CELEBRATION OF  
ADMINISTRATIVE EXCELLENCE

HILTON AMERICAS | FEBRUARY 26, 2020

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AMERICAS-HOUSTON



# A LETTER FROM THE ADMIN AWARDS FOUNDER

The 2020 Houston Admin Awards marks the fourth time that Houston 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 this city 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 the late 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 2020 Houston 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



## 2020 ADVISORY BOARD

**Cassandra Anderson**  
Texas Children's Hospital, Assistant to the Executive Vice President

**Megan Aston**  
Senior Administrative Coordinator, University of Texas Health Science Center at Houston (UT Health)

**Sharon Bell**  
Co-Owner, Karel's Unique Barber & Style Shop

**Mary Daniels**  
Lead Admin, Robert Half

**LilaJan Hibbs**  
SSO Station Admin, Southwest Airlines

**Miho Higashide**  
Executive Assistant, Osaka Gas

**Lou Lindsey**  
Executive Assistant, AIG

**Carmen Martin**  
Administrative Assistant, Texas Children's Hospital

**Joselin Martinez**  
Sr. Administrative Coordinator, Texas Children's Hospital

**Janice Melhorne**  
Executive Assistant, Occidental Petroleum Corporation

**Brande Miller**  
Executive Assistant, Camden Property Trust

**Keosha Pope Lyons**  
Accounting Manager, Word of Restoration International Church

**Merry Kay Romero**  
Executive Assistant to Chairman of Board and CEO/President, Carrizo Oil & Gas, Inc.

**Stacey Sanchez**  
Executive Business Support Professional, Equinor

**Leila Sanchez**  
Executive Assistant, Vopak North Americas

**Brittnie Wright**  
Senior Administrative Assistant, Texas Children's Hospital Woodlands

## 2020 JUDGES

**Colleen Barrett**  
President Emeritus of Southwest Airlines

**Dustin Lee**  
VP of Human Resources, 2nd.MD

**Kim Allen**  
Director of Talent, alliantgroup

**Eddie Turner**  
Executive & Leadership Coach

**Keith Nichols**  
Director, HR, Universal Weather & Aviation, Inc

**Sherry Parsons**  
Executive Assistant, Retired

**Mary Jane Long**  
Client Relations, Quatro Tax LLC

**Rene O'Neil**  
Executive Administration Manager to CEO, Cardtronics

**Lorna DeArmond**  
MSOC Lead Admin, NASA Johnson Space Center

**Donna Jadloski**  
Executive Assistant to the CEO, Alvarez & Marshal Corporate Performance Improvement, LLC

**Ewa Wilke**  
Executive Assistant to the CEO, Gamma Holdings LLC

**Hannah Schultz**  
Office Administrator, Method Architecture, PLLC

**Margarita Villagran**  
Director of Human Resources, DORIS

**Cris Neuman**  
Director of Human Resources, Sinomax-USA



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**Nominate an Administrative Professional**  
at [adminawards.com](http://adminawards.com)

# WINNER



## Harriet Sharrard

HESS CORPORATION

{ THE COLLEEN BARRETT AWARD FOR ADMINISTRATIVE EXCELLENCE }

Harriet Sharrard is Executive Assistant to the President and COO of Hess Corporation. She has worked for 33 years as an administrative professional, with the past eight years spent at Hess. In her current role, she supports the President and COO of Hess, as well as teams of executives from other locations when they are in town, including the company's board members. Harriet flawlessly manages details ranging from travel arrangements to coordinating board meetings to managing schedules and appointments, among many other responsibilities. Additionally, she is a certified notary public, as well as an expert at computers, systems administration and all aspects of contemporary business software. Harriet's professionalism and attention to detail is often described as second to none, and she has earned the trust and respect of executives from across the Hess Corporation.

### FINALISTS



Dora Aguiluz  
Catholic Charities of  
the Archdiocese of  
Galveston-Houston



Julia Melendez  
Marathon Oil  
Corporation



Esmeralda Montalvo  
Coats Rose, PC.



Nicole Rosthorn  
Halliburton



Julie Schwab  
Sam Houston  
State University

## 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?

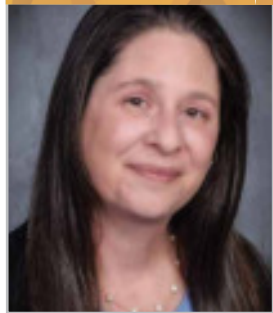
Love. Everybody. Just love. It's a word that corporate America doesn't use very much... always remember where you came from—so that you know how far you've come...I don't think most of us start out thinking we're going to be the President of the United States or the CEO of a company... and I think... 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 }



## JULIE BRANDWEIN

**ARCHROCK**

Julie Brandwein is a Document Control Coordinator Intermediate at Archrock. She has worked as an administrative professional for 10 years, and has spent the past five years at Archrock, where she coordinates, organizes, tracks and maintains project and unit specific files for the company's fleet of equipment while also handling travel planning, expense report filing and special projects as assigned. Additionally, she has volunteered countless hours supporting the local community — this year alone, she coordinated Archrock's Pink Out Program, worked with volunteers to clean a road adopted by Archrock, and once again coordinated the collection of toys for Archrock's annual Toys for Tots campaign. Julie, a mother of six, says her greatest achievement is her family, who taught her excellent communication and organizational skills, and how to be a superior multitasker.

FINALISTS



Lindsay Baker  
thyssenkrupp



Karen Cantos  
Air Liquide



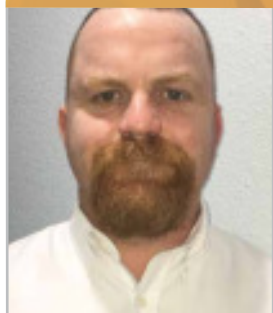
Kay Ryan  
SmartVault Corp



Nubia Quintanilla  
UT MD Anderson  
Cancer Center

**WINNER**

{ THE ACHIEVER AWARD }



## KEVIN MURPHREE

**HCSS**

Kevin Murphree is the Facilities Manager at HCSS, where he has worked as an administrative professional for the past four years. In his role, Kevin leads a diverse number of projects on a team that is known for bringing interdepartmental cohesiveness to HCSS. He is responsible for ensuring the HCSS building, which houses more than 350 employees and 50 customers on any given day, is functioning effectively and efficiently. Kevin also is key to the company culture, hosting parties for employees, including the annual HCSS Christmas party. He is committed to employee safety — even receiving training as an EMT and helping out with HCSS' Hurricane Harvey outreach — and his leadership has been critical to HCSS' expansion, in which he brought his expertise to the building and staffing of additional facilities.

FINALISTS



Michelle Kerr  
Reliance Holding USA



Donna Mayeaux  
Flotek



Debra Womack  
Marathon Oil Corporation

**Congratulations Nicole Rosthorn and BRAVO!**  
In being named a finalist for the  
Houston Admin Awards

Proud to support the Admin Awards  
**HALLIBURTON**



*Congratulations!*  
**JULIE**

2020 ABOVE THE CALL AWARD FINALIST

**YOU DESERVE IT!**

We're proud to celebrate our own Julie Brandwein.  
Good luck from all of us at Archrock!



**Archrock**  
archrock.com

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Sam Houston  
State University  
congratulates  
Julie Schwab for  
being named a  
Houston Admin  
Awards Finalist



MEMBER THE TEXAS STATE UNIVERSITY SYSTEM



Congratulations to  
**Julia Melendez** and  
**Debra Womack** on being  
named finalists for the  
**Houston Admin Awards!**

**MarathonOil**

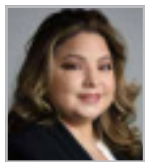
## FINALISTS



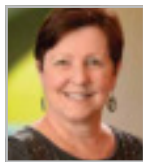
Yvette Camarillo  
Friendswood Independent  
School District



Elizabeth Longoria  
Harris County  
Sheriff's Office



Corie Ortiz  
Harris County  
Sheriff's Office



Karen Angle  
Texas Children's  
Hospital

Heather Vasquez is the Office Manager at UT MD Anderson Cancer Center. She has worked as an administrative professional for 17 years, all of which were spent with MD Anderson. In her current role, she is the program coordinator for two of MD Anderson's fellowship programs, and her hard work has led to the programs receiving continual accreditation and national attention. She also handles the lab automation project budget, arranges meetings, coordinates CheckPath assessments for faculty, and arranges employee recognition receptions. Additionally, Heather recently worked with a team of executives during a CMS survey at the hospital, handling the arrangement of committee meetings, the creation and updating of policies, and all other administrative needs for the team with her trademark tenacity and efficiency. She is known for her selfless attitude and genuine concern for anyone who crosses her path, whether directly related to her job or not.

{ THE ADMINISTRATIVE EXCELLENCE  
IN PUBLIC SERVICE AWARD }

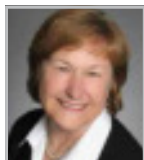
WINNER

HEATHER VASQUEZ  
UT MD ANDERSON CANCER CENTER

## FINALISTS



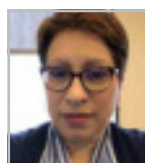
Kara Balluck  
Robert Half



Jill Carney  
ExxonMobil



Brittney Pina  
US Med Equip



Cindy Medrano  
Texas Children's  
Hospital



Donna Williams  
Aon Corporation

Julie Schwab is the Executive Assistant to the Provost for Administration, Office of the Provost and Vice President for Academic Affairs, at Sam Houston State University, where she has worked for the past 17 years. In her role, Julie coordinates efforts among Sam Houston State's eight colleges and various support areas within the Division of Academic Affairs. She serves as a mentor to other administrative assistants and trains new administrative assistants who are hired. Because of her administrative talents, Julie — a first-generation Sam Houston State graduate — was chosen to serve as a master mentor for the campus. She is known for her excellent customer service skills, even speaking on the topic at staff retreats; her unfailingly positive attitude; and her unshakable commitment to building both the reputation of Sam Houston State and the ever-evolving administrative profession.

## { THE LEADERSHIP AWARD }

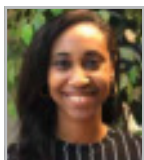
WINNER

JULIE SCHWAB  
SAM HOUSTON STATE UNIVERSITY

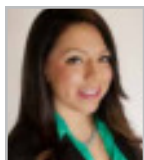
## FINALISTS



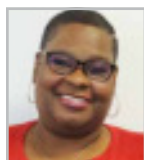
Brittney Edwards  
UT MD Anderson  
Cancer Center



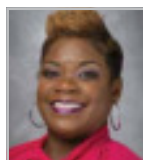
Ruth Getachew  
HCSS



Josie Mulroy  
AVI-SPL



Sabrina Johnson  
Texas Children's Hospital



Shawntane Watkins  
UT MD Anderson  
Cancer Center

Sabina Nugent is District Director of Operations at Brookdale Senior Living. She has worked in the administrative profession for 20 years, with the past five years spent at Brookdale. Last year, she was promoted from Executive Director — supporting one senior living community with 60 employees and 80 residents — to District Director of Operations, supporting nine senior communities, 700 employees and 2,000 residents. No matter her role, she makes caregivers feel needed and appreciated, and ensures they feel empowered to ask questions and seek advice. Sabina is known for her unshakable positivity and genuine enthusiasm, and for her ability to find a solution to any concern posed by a resident or family member. During her time at Brookdale, she has improved budgeting, staff retention, and family and resident satisfaction, resulting in growing occupancy numbers for the company.

## { THE SPIRIT AWARD }

WINNER

SABINA NUGENT  
BROOKDALE SENIOR LIVING

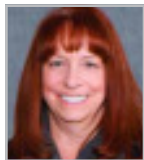
## FINALISTS



Kathryn LaBrosse  
Nearterm Corporation



Olga Lopez  
AFGlobal



Brenda Rojas  
BA Interests



De Lyce Schlepffhorst  
Southwest Airlines



Amelia Watts  
AIG

## { THE LOYALTY AWARD }

WINNER

## DORA AGUILUZ

## CATHOLIC CHARITIES OF THE ARCHDIOCESE OF GALVESTON-HOUSTON



Dora Aguiluz has served as Executive Assistant for the Senior Vice President of Programs for the Catholic Charities of the Archdiocese of Galveston for the past five years. She has 31 years of experience as an administrative professional, and has dedicated her experience and skills to Catholic Charities since 1998. In her current role, Dora handles extreme cases of client need, working tirelessly to locate assistance for individuals and families. She also serves on a number of volunteer committees that improve the culture and functioning of Catholic Charities internally, as well as the organization's outreach to the community. Dora volunteers annually for Advocacy Day, during which Catholic Charities takes staff and community members to the state capital to advocate for client needs. Additionally, Dora has provided disaster relief services after major storms like Hurricanes Ike, Rita, Katrina, and Harvey; flood-relief services; and Christmas food and gift distribution, among other good deeds.



**WINNER**{ THE OFFICE MANAGER OF  
THE YEAR AWARD }**RHONDA HOFFMAN****GENON**

Rhonda Hoffman is the Office Manager and Executive Assistant to the CEO at GenOn. She has worked as an administrative professional for 20 years, with the past one-and-half-years spent at GenOn, where she took on the incredibly demanding task of supporting and managing an office that was relocating from Dallas to Houston. In her role, she essentially served as manager, office manager, executive assistant to six members of the C-Suite, procurement director, catering manager, snacks procurer and stocker, driver, delivery person, and general hand-holder, even onboarding more than 50 employees within the first four months. Rhonda has been central to

making GenOn the successful organization it is today, and continues to go far beyond her job responsibilities — she is the first to congratulate someone on a success, celebrate a birthday, coordinate office socials, or lend a sympathetic ear.

## FINALISTS



Jessica Acosta  
UT MD Anderson  
Cancer Center



Victoria Dennis  
HCSS



Paige Hopkins  
francesca's



Judy Johnson  
EDF Trading

**WINNER**

## { THE ROOKIE OF THE YEAR AWARD }

**KARISS SMITH****UT MD ANDERSON CANCER CENTER**

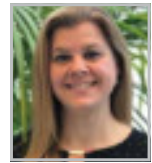
Kariss Smith is an Administrative Assistant at UT MD Anderson Cancer Center, where she started her administrative career after joining the Department of Laboratory Medicine in 2019. She ensures the doctors, supervisors and managers with whom she works receive quality support. During a routine day, she is the sections timekeeper, requisition operator, travel arranger, meeting organizer, and account reconciler — tasks that she handles with a professionalism far beyond her tenure. Kariss anticipates and stays ahead of all

tasks, even diving into research and applying institutional-level policies and financial standards to her role, which has directly contributed to improved success in the operations of the Microbiology section. And her quest for new knowledge is only growing — recently, Kariss enrolled in graduate school, where she is pursuing a master's in healthcare administration.

## FINALISTS



Rachel Delanoix  
Southwest Airlines



Melanie Johnson  
Texas Children's  
Hospital



Arnda Jones  
Word of Restoration  
International Church



Sandra Montoya  
Pipeline Machinery  
International



Michelle Paez  
Effex Management  
Solutions



Ashley Swartz  
Robert Half



**Karen Angle**



**Melanie Johnson**



**Sabrina Johnson**



**Cindy Medrano**



**Texas Children's®**

Thank you for your infinite passion, for leading tirelessly, and amplifying unity amongst the administrative support team at Texas Children's Hospital and Texas Children's Health Plan.

**texaschildrens.org**





Spirit Award  
**SABINA NUGENT**  
Brookdale Senior Living



Colleen Barrett Award  
for Administrative Excellence  
**HARRIET SHARRARD**  
Hess Corporation



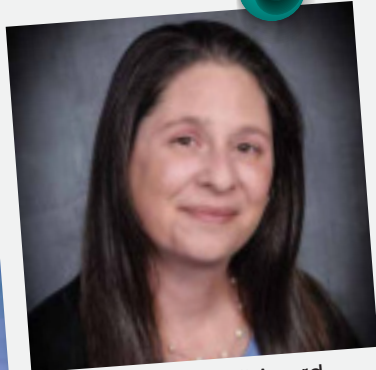
Loyalty Award  
**DORA AGUILUZ**  
Catholic Charities of the  
Archdiocese of Galveston-Houston



Rookie of the Year Award  
**KARISS SMITH**  
UT MD Anderson Cancer Center



Achiever Award  
**KEVIN MURPHREE**  
HCSS



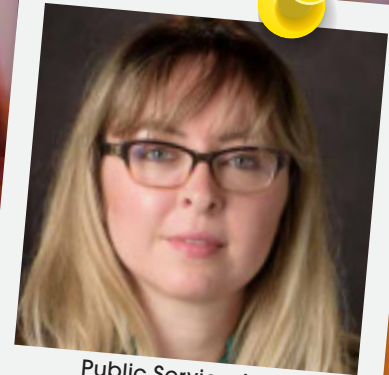
Above the Call Award  
**JULIE BRANDWEIN**  
Archrock



Leadership Award  
**JULIE SCHWAB**  
Sam Houston State University



Office Manager of the Year Award  
**RHONDA HOFFMAN**  
GenOn



Public Service Award  
**HEATHER VASQUEZ**  
UT MD Anderson Cancer Center

# The Houston **ADMIN** AWARDS®

Proudly  
Congratulates  
The 2020 Winners



*Congratulations*

**Harriet Sharrard**

for being named a finalist for the  
2020 Houston Admin Awards.

We are honored to have you as a part of our team!



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