

SILICON VALLEY
ADMINAWARDS®

Live!

PRESENTED BY
JUNIPER
NETWORKS

GOOD = AS = GOLD

A REGIONAL CELEBRATION OF
ADMINISTRATIVE EXCELLENCE

SATURDAY, AUGUST 22 | 7 PM
VIA LIVE STREAMING

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A LETTER FROM THE ADMIN AWARDS FOUNDER



It truly takes the effort, commitment and heart of many to make a program like the Admin Awards possible during typical times, but during times like “these,” we are deeply aware that our program would not be possible without our incredibly loyal staff, Advisory Board, Sponsors and Partners – and equally important, the business community that trusts us to provide meaningful recognition to one of their most beloved employee groups.

An amazing evolution has led us to this fifth annual 2020 Silicon Valley Admin Awards Live! An Unstoppable Celebration of Administrative Excellence.

As the world turned inward earlier this year, the executive community went the opposite direction. Business leaders began reaching out to us inquiring about our 2020 programs, eager to show their appreciation and celebrate. They also validated what my intuition was telling me: the recognition of the Administrative Professionals at the core of our program is far more important than the physical, in-person events.

Very early on, we were reminded that companies were depending on their Admins to keep everything together, to make the impossible seem effortless and to do it all with skill, enthusiasm and heart. In the can-do spirit of the Silicon Valley Admins we honor, we put our hearts and minds into creating a special experience that we hope makes you feel connected, inspired and joyful.

And since we announced our plans for Admin Awards Live! 2020, I have been overjoyed at the outpouring of enthusiasm and love for these amazing professionals. So many busy people took the time to express gratitude through their words and actions. Our collective efforts really do change lives for the better.

So here we are. Our first virtual Silicon Valley Awards Gala. I am incredibly thankful the stars have aligned to bring us all together for this celebration. The technological innovation that allows us to be together, but safe, the many Sponsors and Partners who contributed their resources to make this evening special, and most importantly, the faith, heart and determination this unique business community has demonstrated through all of today’s challenges.

The year 2020, with all its challenges, has shown us that the Administrative Community is stronger than ever and companies are united in their determination to ensure their Admins are properly appreciated and cared for. This unstoppable spirit continually inspires us and makes us better people.

So, pat yourselves on the back. This amazing evening would not be possible without each and every one of you!

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

2020 ADVISORY BOARD

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Juliette Gomez
Executive Coordinator
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Caitlin Crabtree
Professional Business
Administrator/Assistant
Flex

Terri Yoon
Executive Assistant
Intel

Carolyn Blood
Executive Assistant
Linkedin

Adrienne Purnell
Administrative Assistant
Cisco Systems

2020 JUDGES

Colleen Barrett
President Emeritus of
Southwest Airlines

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Ultragenyx Pharmaceutical Inc.

Chris Deaver
Senior Director of HR
VMware

Pam Gerber
Partner
Fibroid Free

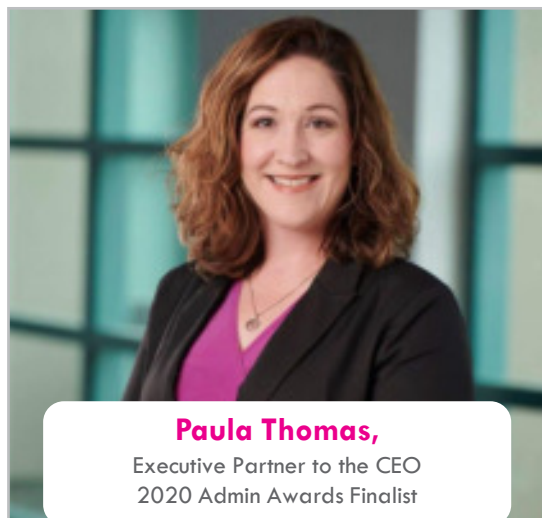
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Partner Organization
Samsung

Sherry Parsons
Executive Assistant, Retired
Cisco

Sheetal Patel
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Velodyne Lidar, Inc

Stacey Porter
VP, People Operations
& Strategy
Outset Medical, Inc.

Sarah Waymire
Head of Training &
Development
McManis. Faulkner



Paula Thomas,

Executive Partner to the CEO
2020 Admin Awards Finalist



Congratulations Paula Thomas!

- Uniphore was built on the principle that every voice matters and Administrative Partners are no exception.
- We celebrate the hard work, dedication and results that Administrative Partners deliver to organizations!
- “Every day, Paula exemplifies the Uniphore culture which puts people and customers first, drives innovation and is collaborative. Thank you, Paula for your strategic partnership with me and our business.”

- Umesh Sachdev, CEO and Co-Founder



uniphore

WINNER

CC Woolfolk

SENIOR EXECUTIVE ASSISTANT, INTUIT

{ THE COLLEEN BARRETT AWARD FOR ADMINISTRATIVE EXCELLENCE }

CC Woolfolk is no stranger to the Admin Awards; this energy amplifier has been a Finalist for two other prestigious titles in 2016 and 2017. For this, and so many other reasons, it is no surprise she takes top honors this year with The Colleen Barrett Award for Administrative Excellence. CC has served as a high-performing administrative professional in Silicon Valley for over 25 years and has poured her heart and soul into her role for the last three years at Intuit. In addition to supporting the Executive Vice President/General Manager in his various roles at Intuit, CC has also grown a global executive assistant community of over 65 EA's in 19 locations spanning nine countries. She delivers a consistent experience for U.S. team members and to those around the globe, often jumping on calls at 6 a.m. or 9 p.m. to accommodate different time zones. She has been described as having grit—the perfect blend of passion and persistence—with off-the-charts intelligence and talent. CC has raised the bar for how an administrative professional serves and makes an impact. As the leader of Intuit's Latinos Network, CC strives to create a community at Intuit that reflects the demographics of those it serves. She also recently worked with the employee-led Intuit African Ancestry Network group to host 12 black-owned small businesses from the area in honor and support of Black History Month. Because of her leadership and passion, Intuit has garnered recognition on Fortune's 100 Best Workplaces for Diversity. She was a critical member of the 100 Day Transition Team, mapping out how Intuit would transition 9,000 team members through major leadership changes, hosts monthly global executive meetings, spearheaded Lift Off Mondays to Intuit's 19 sites around the globe, and leads the company's onboarding – all while remembering and executing every detail—even handwritten birthday cards. The path that CC has paved for new programs like these are seen and felt by thousands of employees. CC is intentional in every project and leads by example, setting the tone for how the team shows up to work, always challenging the staff to think more broadly—bigger—never missing a step in her meticulous execution and, as one exec describes it, “delivering awesome.” Her Prosperity Pop-Ups and employee appreciation events have contributed to an all-time-high employee engagement score. She constantly looks across the organization of 5,000 employees and proactively identifies touchpoints for senior leaders to have meaningful engagement with teams, and she is often lauded internally and externally her white-glove service. Being an employee ambassador and servant leader is core to who CC is. As one exec puts it: “Once she took over, she jumped right in, sprinkled a little extra of her CC magic, and is doing a great job.”

FINALISTS



Carmelo Neal Faller
Intel



Catherine Clemente
Maxim Integrated



Jeanne Corsick
BloomReach



Erlyn Labra
Saama Technologies



Nita Acosta
Intuit

Colleen Barrett: Servant Leader and Superstar

The Colleen Barrett Award for Administrative Excellence, our most prestigious and only award coined with a namesake, elevates the professional who embodies the “spirit” and proficiency of nationally renowned former Secretary, Colleen Barrett. Colleen started out as the Legal Secretary to Herb Kelleher, Southwest Airlines' Founder, and rose to become the first female President and COO of an award-winning airline. The Award Winner in this category mirrors Colleen's professional and personal philosophy during her five-decade career alongside Herb: Passion, high proficiency, values that reflect those of the organization, deeply committed to legendary customer service, both internally and externally and, most importantly, heart. When we asked Colleen what she liked most about being an Admin, she said, “I liked to serve...I loved to solve problems. And I loved to give exemplary or positive customer service delivery on behalf of whomever I was working for.” And when we asked her what is most important, her answer was one word, “Love.”



Congratulations



Malika Patterson & Renee DePew
With deep appreciation for your support
of Satellite Healthcare and our patients.



SATELLITE HEALTHCARE

WINNER

{ THE ABOVE THE CALL AWARD }



MARY COLUCCIO

EXECUTIVE ASSISTANT, JUNIPER NETWORKS

At Juniper Networks, whenever you hear the words ‘exceptional service,’ you think of Mary Coluccio. From coordinating customer visits from around the world and organizing executive briefings to managing executive travel logistics and everything in between, she handles it all with a friendly demeanor and a customer-first approach. Mary is continually recognized by her team and the Vice President of Sales for going above and beyond when coordinating and executing customer visits, staff meetings, and events. Recently, when key customers and team members traveled from all over the country to Juniper Networks, Mary was tasked with setting and keeping the day’s lengthy agenda—in addition to her daily responsibilities of assisting the VP of Sales—even traveling to the restaurant in San Jose where the evening dinner would be held to ensure it had the seating and menu coordinated as requested. This behind-the-scenes work allowed her boss to work worry-free, knowing every detail was handled. As always, he knew he could count on Mary. She “mans the fort” whenever he travels, ensuring things run smoothly in his absence while simultaneously coordinating his travel needs while he is on the road. Her thoughtful and precise coordination efforts are an important ingredient in each event’s success. Travel logistics, attendance, invitations, transportation, lodging, coordination of agendas—Mary does it all, even for various time zones. She makes herself available whenever needed, including outside of working hours to accommodate everyone’s various schedules. Her relentless dedication to the overall success of the team goes above the call every day.

— FINALISTS —

Debra Narasaki
MIRACORPMalika Patterson
Satellite HealthcareMurielle Duboust
Marvell

WINNER

{ THE SPIRIT AWARD }



NITA ACOSTA

SENIOR EXECUTIVE ASSISTANT, INTUIT

Nita Acosta exemplifies what The Spirit Award stands for; she brings to life a spirit of her best self every day, embodied by her personal motto, KIP4MOE, a common phrase heard throughout the Intuit office. KIP stands for Keep it Positive, and Moe is the name of Nita's sister who passed away more than 10 years ago. Every day, Nita wakes up and stares down a two-hours-each-way commute to and from work, but you would never know about this challenge or any others she personally faces, as she is at Intuit each morning with a genuine smile on her face.

As she says, “The world returns the energy you send out.” It’s no wonder her positivity is magnetic. Keep it Positive—for Moe and for everyone else—is just who Nita is. She brings a spark to the admin bull pen, facilitating partnership and uniting a community of professionals who are devoted to helping the organization run smoothly. Her primary responsibility is to assist Intuit’s Vice President, but you will find her handling a variety of jobs, including sending flowers and meal cards to team members who are sick, making dinner reservations for team get-togethers, and anticipating others’ needs so they can be the best at their jobs. She is fully present and engaged in everything she takes on and is an anchor member of Intuit’s LGBTQ community and support network. She has been involved in this work throughout her 15 years at Intuit, helping bring awareness to diversity and inclusion issues that have ultimately strengthened the Intuit community. There isn’t a single event at Intuit that doesn’t have Nita’s fingerprints on it. She doesn’t see her career as a Senior Executive Assistant as a stepping-stone but as a job where she strives to do the best possible work every day. In other words, she is all spirit.

— FINALISTS —

Ana Cunanan
Maxim IntegratedCris Sanchez
FlexDoreem Adams
CiscoSarah Kaiser
Juniper Networks

WINNER

{ OFFICE MANAGER OF THE YEAR AWARD }



DIANE FULGAR

OFFICE MANAGER AND EXECUTIVE ADMINISTRATOR,
ALLIANT INSURANCE SERVICES, INC.

To most of the 30 professionals Diane Fulgar assists every day, it’s difficult to imagine the amount of time and energy required to keep things running smoothly. But somehow, she does it all, and seemingly with great ease. Diane has been an administrative professional for more than two decades—five years with Alliance Insurance Services. Recently, Diane was instrumental in pulling off a big office move and was the lead in everything involved, including ensuring each employee had the necessary equipment to conduct business, overseeing and managing all

aspects of the new space build out, onboarding of new employees, and the actual move—all while handling her day-to-day responsibilities. Thanks to Diane’s help, the move resulted in a growth of new clients, which correlates to revenue close to \$12.5 million—an accomplishment that could not have happened without Diane’s attention to detail. After the move, she immediately transitioned into the role of executive administrator, where she does everything from handling phone calls with clients, prospects, and insurance markets to ensuring all executive travel details are taken care of. Every day, she exhibits professionalism, responsibility, accountability, and a general sense of pride and ownership that is admired by colleagues, clients, and market partners. Nicknamed “The General” in her office, she is always looking 10 steps forward, pinpointing potential roadblocks and coming up with solutions before there are even problems! She has been described as a lifeline, thanks to her willingness to go the extra mile. She is first to take on a new task, is passionate about continuing education and professional development opportunities, punctual, a group leader, and intuitive when it comes to anticipating others’ needs.

— FINALISTS —

Mimy Wraspir
Dun & BradstreetSharon Yates
Mach49Telma Mariotto
Juniper Networks

Congratulations to our
2020 Above The Call Award Finalist
Murielle Duboust!

We value your tenacity, creativity, and overall dedication and commitment to delivering excellence. Thank you from Team Marvell!



Essential technology, done right™

FINALISTS

Alisha Covello
RocheBaharti Kalia
Maxim IntegratedDee Tandas
Edge Gravity by
EricssonKellie Wojnowski
LinkedInShino Tanaka
Google

{ THE ROOKIE OF THE YEAR AWARD }

JANAKI HARIKUMAR MENON

ADMINISTRATIVE ASSISTANT, SYNOPSIS

There are many paths to becoming an Administrative Assistant, and Janaki Harikumar Menon took an interesting one. She joined Synopsis in 2019 after working as an engineer—a career she planned for in college where she earned a bachelor's degree in electrical and electronics engineering. She worked with a multinational company, providing information technology services and business process outsourcing and analyzing, developing, and evaluating large-scale complex systems. When the opportunity to become an Administrative Assistant at Synopsis became available, it was one she immediately wanted to embrace. She now supports the Senior Vice President and seven product learners and their team. Janaki orchestrates a variety of projects: maintaining executive calendars, arranging meetings, and travel coordination among them. She is a quick learner and produces high-quality results, fast. Everyone at Synopsis quickly assumes Janaki has worked as an Administrative Assistant for many years because of her knowledge and expertise. Strong communication skills, efficiency, and a self-starter—these are just a few of the ways team members describe Janaki. Her energy and positive attitude are contagious, and she has become an integral part of Synopsis because of her approachable demeanor, methodical attention to detail and excellent follow-through. As one executive puts it, "Janaki is always ready to jump in and help, whatever the task or challenge may be or whatever the hour may be. She does this with a smile on her face and a positive attitude and ensure the job gets done right." It's clear Janaki may be a rookie in years served, but works like a seasoned pro when it comes to delivery.

WINNER



FINALISTS

Angela Walker
Juniper NetworksElizabeth Wendorf
LinkedInFabiana Rebordao
SugarCRMPaula Thomas
UniphoreRebecca Fields
Synopsis

{ THE STRATEGIC BUSINESS PARTNERSHIP AWARD }

DEBORAH JENSEN

EXECUTIVE ADMINISTRATIVE ASSISTANT, XILINX INC.

Deborah Jensen has been making things happen at Xilinx, Inc. since 2012, assisting the Executive Vice President/General Manager of its Data Center Group. Assisting may be a key word of the job description, but a more accurate description is partner, as Debbie's partnership throughout the change and growth in the company and within her supervisor's role has been nothing short of astonishing. She continually uses her strong emotional intelligence and social skills to keep a pulse on the organization to help maneuver needed change. Many of her strategic efforts have resulted in Xilinx Inc's success in the marketplace. Her partnership with HR and the internal communications team has created a feeling of comradery and cohesiveness, and she takes special care in coaching other executive administrators to embrace her supportive attitude. Debbie's empathetic and gentle influencing style has endeared her to the other executive administrators. During the past year, Xilinx has been on a quest to transform the company from being a traditional semiconductor company to becoming a platform provider; Debbie's strategic partnership has enabled the executives to spearhead much of the change. Her masterful skills at the technical aspects of her job and ability to coordinate and schedule everything from travel to events are appreciated, and her thirst for learning and focus on continuous growth is infectious. She ensures the right culture of collaboration, transparency, and accountability is created within new teams and is an active role model. She was recently presented with an inaugural Xilinx North America Admin Award for embodying Xilinx's core values of excellence, teamwork, and accountability. Debbie received the recognition for always going above and beyond the normal call of duty. A consummate team player with a high degree of accountability, everything she does is, without fail, delivered in a first-class manner.

WINNER



CC Woolfolk



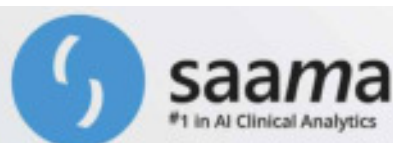
Nita Acosta



Nicole Ikner Ware

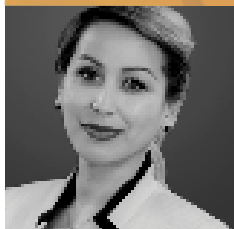
Because of you,
Intuit is better.Congratulations to our 3
amazing finalists!

intuit.

Saama Technologies
Congratulates Erlyn Labra2020 Silicon Valley Admin Awards Finalist for
The Colleen Barrett Award for Administrative
Excellence & The Achiever AwardThanks, E!
Your dedication
and unwavering
commitment to
excellence are greatly
appreciated by your
Saama family.

WINNER

{ THE ACHIEVER AWARD }

**ERLYN LABRA****EXECUTIVE ASSISTANT MANAGER TO THE FOUNDER & CEO,
SAAMA TECHNOLOGIES, INC.**

The Achiever Award is a perfect one for Erlyn Labra. In addition to all her duties as an Executive Assistant Manager, she is also a developer of sorts. She owns her craft and makes certain that she delivers the only the best, every time. For instance, Erlyn developed and implemented an internal meeting code system to help executives quickly identify types of meetings to plan their days. She also helped develop an internal automated timesheet management system to ensure timesheets are done accurately, consistently, and on time. She was recently asked to manage stock certificates—something she knew nothing about, but quickly mastered the task! She took it upon herself to learn about the CAP table to manage the stock certificate registry and issuance process for more than 1,000 stock option holders. She single-handedly managed all processes without error, including developing new security protocols and development of a master registry. She possesses a unique ability to work with a variety of hierarchy levels within cross-functional departments. She often interacts and meets with notable professionals, including Nobel Laureates, presidential cabinet staff members, The Joint Chiefs of Staff, three and four-star Admirals, state senators, dignitaries, and senior executives of Fortune 500 companies. The daughter of immigrants to the U.S., she put off college to help pay the bills at home and then completed her degree all while putting her younger brother through technical school. Once she earned enough money, she sponsored full tuition for four family members from elementary through college so they, too, can contribute positively to their communities. It is in her nature, at home and at the office, to work hard behind the scenes so she can help others have a better experience.

FINALISTS

**Angela Hogate**
HPE**Sandra Brunelli**
Synopsis**Donna Badgett**
Carbon**Jenelle Allen-Daniels**
Wells Fargo**Susan Van Norman**
*McManis Faulkner***WINNER**

{ THE LEADERSHIP AWARD }

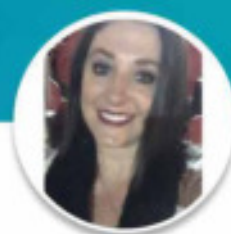
**ANN SEID****SENIOR EXECUTIVE ASSISTANT, TESLA**

When Zachary Kirkhorn became CFO of Tesla just over a year ago, Ann Seid was already there, putting her two decades of administrative experience to work, managing several of Tesla executives' numerous activities around the world and around the clock. In addition to her role as an Executive Assistant for the CFO, she also supports the VP of Sales Finance, Business Development, and Remarketing and works closely with the board of directors, investors, and executives from Tesla's partnering companies. She has been quick to volunteer to help streamline investor relations processes and orchestrates investor visits. In addition to coordinating the annual shareholder meeting, Ann was lead coordinator of Tesla's Autonomy Investor Day, which was flawlessly executed and webcast to the world. She has taken the lead on two large facilities moves and seamlessly coordinates mega events for hundreds of people on short notice. Her keen sense of intuition into the nuances of each executive's personality is an asset to the company; their days are streamlined and organized before they ever reach the office. Ann has earned the respect of her co-workers and executives inside and outside of the company. In all situations, Ann's get-it-done-right commitment to excellence and efficiency, and her dedication and persistence keep her steps ahead. Her upbeat attitude, humility, and compassion are among her biggest strengths and are noticeable assets when supporting this mission-driven company. She shares and exhibits passion for Tesla's many causes, among them her ability to identify and reduce costs so that Tesla can continue reinvesting every dollar back into the business and her active involvement in Tesla's efforts to accelerate the world's transition to sustainable energy. From arranging test drives of Tesla's for investors and private factory tours to personally delivering cars to customers when needed—and everything in between—Ann has yet to meet a challenge she cannot handle.

FINALISTS

**Evalyn Gutierrez**
Maxim Integrated**Kris Domingo**
HERE Technologies**Manon Roy**
Synopsis**Nicole Ikner-Ware**
Intuit**Paola Alcantar**
Robert Half**Vanessa Hill**
*McManis Faulkner***LinkedIn****CHEERS to our FINALISTS****Elizabeth Wendorf**

Program Manager

LinkedIn Learning & Women In Tech**Kellie Wojnowski**

Executive Assistant

Enterprise Productivity Engineering

“NEXT TO EXCELLENCE
IS THE APPRECIATION OF IT.”
— William Thackeray

— FINALISTS —



Esperanza Castro
Maxim Integrated



Jessie Britton
Synopsis



Maria Geronimo
Flex



Renee De Pew
Satellite Healthcare

{ THE LOYALTY AWARD }

JESSICA KRASSILNIKOFF**SENIOR EXECUTIVE ASSISTANT, WORKDAY****WINNER**

Jessica Krassilnikoff's boss says their working relationship came together somewhat like a blind date. As the new head of Human Resources for a major company, Jessica's boss interviewed her over the phone for an open Executive Assistant position, not expecting to fill such an important role without an in-person interview. Their chemistry was immediate, Jessica was hired on the spot and they both started their new jobs on the same day. Since then, they have moved on to another company together – Workday! It's now their 10-year anniversary! Jessica excels in her position, always remaining steps ahead, identifying new opportunities, making onboarding of new employees seamless, and a natural connector of people. It doesn't take long for Jessica to know everyone in a company of thousands. She recognizes that she is the "face" of her boss, and that employees will feel more comfortable approaching an executive if she, too, is warm and welcoming. Executive accessibility is critical, and Jessica has propelled her boss to success because she understands this. She is widely trusted for her thoughts on company morale and started an HR social committee to help build connections and deepen relationships. And, by the way, she does this on top of her daily responsibilities as Senior Executive Assistant. She recently developed a program for other Executive Assistants within the company, giving them a roundtable opportunity where they can share best practices and pursue professional development. Selfless. Kind. Hardworking. Loyal. These are the qualities that Jess exhibits every day. When asked if there is another position in the company she may want to take on, Jess always says she loves her role as a Senior Executive Assistant and works to get better and better at it while sharing her expertise and experience with others – one of the true qualities of loyalty!

**CONGRATULATIONS**

to our Strategic Business Partnership Award Finalist.

Thank you for your unifying leadership, teamwork, and unwavering support in helping us all reach new heights.

Debbie Jensen



Congratulations Doreem Adams

**2020 Silicon Valley Admin Awards Finalist
for the Spirit Award**

Your commitment to excellence & your dedication to the community are greatly admired by everyone you encounter.



Bloomreach Congratulates

Jeanne Corsick

2020 Admin Awards
Colleen Barrett Award Finalist

We are SUPER proud of you!



THANK YOU TO OUR SPONSORS

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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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Official Airline Partner

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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NOMINEES PARTNER



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Congratulations to all our Finalists!



Sandra Brunelli
Achiever Award

Janaki Harikumar Menon
Rookie of the Year Award

Rebecca Fields
Strategic Business
Partnership Award

Jessie Britton
Loyalty Award

Manon Roy
Leadership Award

Thank you for your agility, efficiency and impact.