

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 second annual 2020

Greater Boston 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 Greater Boston Area 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 Greater Boston Admin 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.

2020, with of 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!

With apprecation,

Sunny Nunan

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

2020 ADVISORY BOARD

Jillian Hufnagel

Slim.AI 2020 Advisory Board Chair & Head of Culture & Human Capital

Tracy Ferguson

LogMeIn Advisory Board Vice Chair & Executive Assistant

Sandy Knott

Edelman Financial Engines Advisory Board Secretary & Executive Assistant

Mary Fagan

Boston Properties Office Manager Robin Patti

Mendix, Inc Sr. EA, Manager of Administration

Jennifer Demerle

Allego

Executive Assistant

Rebecca Hendricks

Alexion Pharmaceuticals Executive Assistant

Susan Walsh

Bank of America Assistant VP, Business Support Lead

Michelle LaVine

Your Essential Assistant | Be Virtual Today Owner, Founder Anne Marie Carr

Boston Properties Administrative Assistant

Cynthia Smith

Global Atlantic Financial Group Administrative Assistant

Joanna Polito

Algorand Personal Assistant to the Founder

Genevieve Hemenway

Colliers International Executive Assistant

Jane Tsaai

Ocean Spray Cranberries Executive Assistant to President and CFO Renee Viens

Bullhorn Executive Assistant to

CEO/Founder

Allison Abate

BANKW Staffing Director of Administration

Ann Veronelli

Analog Devices, Inc. Executive Assistant

Evelyn Julian

Reebok International Executive Assistant to the President

2020 JUDGES

Colleen Barrett

Southwest Airlines President Emeritus

Sherry Parsons

Cisco, Retired Executive Assistant, Retired

Pam Gerber

Fibroid Free Partner

Kayla McMahon

Inkhouse

Director of Busines Operations

Heather Evans

Engie Impact Senior Executive Assistant

Dylan Brown

Ipsen HR Generalist & Executive Administration

Jessica Baroni

Harvard Business School Associate Director, Faculty Support Services

Hicham Mouhsin

Davidson Hotels and Resorts Human Resources Director

Vivian Vitale

Vivian Vitale Consulting Principal

Andrew LaPrade

Flagship Pioneering Executive Administration

Andrea Greiff

NextPhase Search President

Rachel Spates

Sun Life U.S. Associate Director, Communitication

Samantha Abdula

Beacon Hill Staffing Practice Manager

Barbara Saunders

PEGASYSTEMS, INC., EXECUTIVE ASSISTANT TO THE CHIEF MARKETING OFFICER

THE COLLEEN BARRETT AWARD FOR ADMINISTRATIVE EXCELLENCE

Barbara Saunders, Executive Assistant to the Chief Marketing Officer with Pegasystems, has been described as the pinnacle of administrative excellence. Her proficiency, bandwidth, attention to detail, proactive mindset, and expertise are noticed and appreciated every day at Pegasystems. An organizing ninja, a master of systems, a shining example, and an excellent communicator, writer, project manager, and planner are other ways team members have describe Barbara. Whatever the job, she goes above and beyond so that executives, employees, and partners have what they need to do their jobs and keep the company running smoothly. Barbara learns by doing, digging into opportunities for training and education. She becomes so adept a procurement, HR, communications, and other operational tools that she often serves as an ambassador or trainer herself once she masters the topic. She looks at each day as an opportunity to improve and to learn something new. The level of support she provides to executives unparalleled and inspiring, and her desire get involved, assist, learn, and grow is admirable. She fully embodies the company's values: Innovative, Inclusive, Passionate, Engaging, Genuine, and Adaptable. She has taken the initiative to replan the layout of several floors, organized and advocated for the protection of paychecks for longtime janitorial staff in the building during the pandemic shutdown, and encourages company-wide community charitable participation--often helping to raise tens of thousands of dollars. Barbara's positive and infectious energy has become a fixture at Pegasystems. Her desk is the spot where everyone gravitates each morning. Executives readily admit they get their energy each day simply because of Barbara's presence, and clients and partners have mentioned the same. She also goes above the call of duty to organize gifts, travel, and schedules for customers, always recognizing how important the "full customer experience" is for the business. Pegasystems' tagline, "Build for Change," is something Barbara embodies every day, and this has become even more evident during this pandemic. She adapted flawlessly, putting everyone else's needs above her own so they had what they needed to continue to be successful. She embraces change and encourages others to be just as adaptable. Beyond the unassailable proficiency Barbara demonstrates each day, what makes her truly special is her genuine kindness.

FINALISTS



Jennifer Campagna



Alissa VanZee-Phillips



Pamela Weir Northeastern 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?

who you are." 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?

Be authentic.

Be real.

Remember

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 COO—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 COO 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.

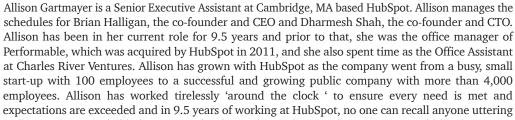
What advice do you have for Admins?

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.

{ THE ABOVE THE CALL AWARD }

ALLISON GARTMAYER

HUBSPOT, EA TO THE CEO



a single negative word about Allison. This is probably because, as her boss adamantly says, the company would be "lost at sea without her." In everything Allison does, she goes above the call.

FINALISTS



Rita Brandano Boston Professional Hockey Association



Lilia Maselli Analog Devices, Inc.

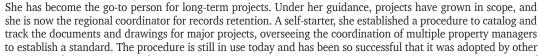


Ellen Teigeler Veracode

THE ACHIEVER AWARD }

HEATHER LACOMBE **BOSTON PROPERTIES, ADMINISTRATIVE ASSISTANT**

Heather LaCombe joined Boston Properties just after college and has been a significant and contributing member to its 15-member construction department, and the region's success, during the past eight years. Heather is a steady and positive influence for all internal and external customers and keeps multiple construction projects on track and properly documented.





FINALISTS



Catherine Colt



Katrice Grady Algorand



Maite Melendez



Dana Munzner



Alexandra Neitlich Analog Devices, Inc. Analog Devices, Inc.

Janitronics Congratulates All of This Year's Finalists and Winners of the Admin Awards.

JANITRONICS

BUILDING SERVICES

Janitronics.com



Congratulations!

To our 2020 Administrative Excellence in Public Service Award Finalist

SUSAN FAULK

Thank you for your many contributions and dedication to the team. We are grateful you are part of the athenahealth family.







FINALISTS



Heather Ernst Beam Therapeutics



athenahealth

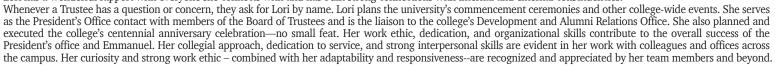
Susan Faulk

LORI SIMMONS EMMANUEL COLLEGE, SENIOR ASSISTANT TO THE PRESIDENT

Lori Simmons has managed to do the seemingly impossible. In addition to her full-time role supporting the President

at Emmanuel College, in just two years, she earned a Master of Science in Business and a Master of Art in Elementary Education, never missing a step in maintaining an excellent standard of work. Every day, Lori works to support Sister Janet Eisner, the President of Emmanuel for over 40 years and a well-known and respected figure in higher education.

She sets an example of how to effectively and efficiently support an executive who is in such high demand. Lori handles the President's external committee obligations, balancing not only what is being asked of the President, but also what is being asked of her by many others. Her excellent organization skills and ability to prioritize ensure all parties receive the information and answers needed in a timely manner. Lori has a wonderful rapport with everyone she connects with and has built strong connections with internal and external constituencies.



THE ADMINISTRATIVE EXCELLENCE

IN PUBLIC SERVICE AWARD



FINALISTS



Boston University

Amy Bowen Analog Devices, Inc

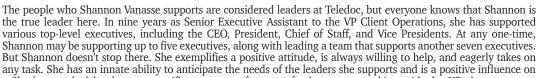


Lisa Habig PTC, Inc.

{ THE LEADERSHIP AWARD }

SHANNON VANASSE

TELADOC HEALTH, SENIOR EXECUTIVE ASSISTANT TO THE VP CLIENT OPERATIONS



all team members. She has worked hard to set specific measures of success for her team, working with the HR department to reorganize the Executive Assistant teams after a series of acquisitions and leadership changes. Shannon also established a monthly call to discuss training and best practices, and to share organizational insight. She is the company's webinar expert and helps organize and





J.C. Cannistraro, LLC

FINALISTS

{ THE SPIRIT AWARD}

{ THE LOYALTY AWARD }

JOBCASE, INC., OFFICE MANAGER AND EVENT COORDINATOR



Southwest Airlines

Without Without Zynetta Canning, there wouldn't be much of a Jobcase culture. As Office Manager and Event Coordinator at Jobcase, Zynetta brings spirit to each event and meeting. Her enthusiasm for the company's culture is evident in everything she does. Jobcase has a fun call-and-response at events to ramp up the team, and it's usually Zynetta who leads the charge: "One place, Jobcase!" At each event, no matter its size, you'll find Zynetta engaging with coworkers and elevating the room's energy with her infectious laughter and enthusiasm. And this in addition to organizing and executing the actual events themselves. Zynetta also organizes conferences and event attendance for the outside sales team, often participating in the sales efforts. She has a way of drawing people in with her bright smile and positive energy and is always willing to explain the company's platform and mission. Because of this is, Zynetta is far more than the Sales Business Systems Architect for Jobcase; she is a vital member of the team who drives progress in

the company's mission. From ensuring the office is well stocked and supplied and organizing holiday parties to setting up virtual events and happy hours during stay-at-home orders and creating a daily virtual coffee hour to keep team members connected, she has become the glue that holds the company together. Zyentta is also quick to spot a coworker in need of extra support and volunteers for Jobcase's first Diversity Equity and Inclusion council. It's the very nature of Zynetta that drives Jobcase to be more than just a place to work. Because of Zynetta, it's a community.



FINALISTS



Kim Cutler



Avery Dennison

JUDITH LAMBERT **COLLIERS INTERNATIONAL, EA TO THE COCHAIRMAN** The best administrative professionals are more than assistants; they serve as an extension of the people they support.

This statement describes who Judi Lambert is as an administrative professional. As the EA to the Co-Chairman of Colliers, Judi Lambert has served her executive for more than 30 years, bringing excellence to every project she takes on. She understands her boss' working style and knows his expectations. And because of this, he trusts Judi and relies on her completely. Judi is admired throughout the company, and she reflects not only the values of her boss, but also



and always puts others first. She is widely known as a great business partner and leader in the community. With a smile and ready to help, she answers work calls on the weekends and after-hours, and she jumps into action whenever needed. Recently, while Judi was on a much-deserved vacation, she took time away from rest and relaxation simply to wish her boss a happy birthday. This may not seem like a big deal to most, but it is an admired quality that exemplifies who Judi at work and beyond. She recognizes that the little things, whether at work or in life, are important, and she makes sure to attend to them all.



Nicole Smith



THE OFFICE MANAGER OF THE YEAR AWARD



ERICA BENEDICK

RAIN GROUP, OFFICE ASSISTANT

Managing an office for a company with nine global locations is no easy feat. Imagine the laundry list of day-to-day responsibilities. It would be a challenge for most office assistants, but not Erica Benedick, Office Manager of RAIN Group. Prior to joining the organization in 2016, Erica was "organizer-in-charge" at Harvard Law School and MIT—perfect training ground to prepare her to successfully run the global office for RAIN Group. As Office Assistant, the support Erica provides is all-encompassing, and she finds the resources to get it all done with limited direction or guidance. With good humor and grace, Erica oversees tech support as a liaison for worldwide teams, offers customer support for a global client base, manages the calendars for the executive team, handles lead qualifying and scheduling, speaks to Fortune 500 companies regarding their sales training needs, oversees client operations, provides product development support, is a proofreader for

content associated with online training, assists with planning the company's annual conference, and more. Erica not only completes her duties in a timely manner but does so even better than what's expected. When someone asks Erica for help, it's never just "Yes." It's always "Yes, and..." She is always thinking of better approaches and new ideas. Her generous attitude in the pursuit of excellence and ability to adapt to any situation are appreciated throughout the company. Therefore, it's no surprise she is often referred to as the Swiss Army knife of RAIN Group. Whatever obstacles arise, she is the MVP with the tools to solve them.



Ali Aleisawi Thras.io, Inc.



Living Proof



Marion Jones McCall & Almy

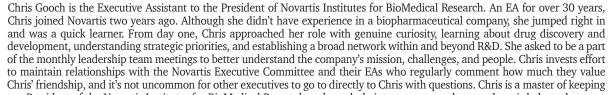


Roberto Larios-Montes Analog Devices, Inc.

THE STRATEGIC PARTNERSHIP AWARD

HRISTINE GO

NOVARTIS, EXECUTIVE ASSISTANT TO THE PRESIDENT OF NOVARTIS INSTITUTES FOR BIOMEDICAL RESEARCH







FINALISTS





United Private Car Congratulates Greater Boston Admin Awards Finalists and Winners!

Contact Jason Dornhoffer

UNITE PRIVATE CAR direct: 617-938-6522 main: 617-782-0055 x102 jwd@unitedprivatecar.com www.unitedprivatecar.com

LOCAL I NATIONAL I INTERNATIONAL



Congratulations Christine Gooch for becoming a 2020 Strategic **Partnership Award Finalist!**

Your dedicated commitment and exemplary service make Novartis a great place to work. Thank you!







rh

Congratulations
to all of the
2020 Admin Awards
Boston Finalists!

At Robert Half, we help professionals find meaningful careers and companies find the talent they need to be successful. Turn to us for expertise in staffing accounting and finance, technology, administrative, legal, creative and marketing positions.

Boston • 1.617.843.8008 roberthalf.com



NATIONAL PARTNER



Official Airline Partner

In it's 49th year of service, Dallas-based Southwest Airlines continues to differentiate itself from other air carriers with exemplary Customer Service delivered by more that 60,000 Employees to more than 100 million Customers annually. Southwest proudly operates a network of over 97 destinations across the United States and seven additional countries with more than 4,000 departures a day during peak travel season. 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.

PREMIER PARTNERS







GOOD AS GOLD SPONSOR



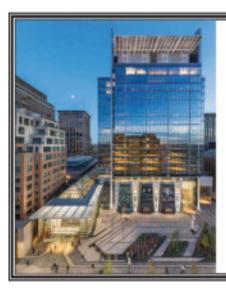
ADMIN GIFT PARTNER

JANITRONICS

BUILDING SERVICES

COMMUNITY PARTNER





We proudly congratulate our 2020 Greater Boston Admin Awards Finalists Roxane Argueta and Heather LaCombe





Boston
Properties
Prudential Center - Boston - Massachusetts
www.bostonproperties.com





Congratulations Shannon Vanasse on being selected as a 2020 Greater Boston Admin Awards Finalist

Your collaboration, innovation, compassion and drive exemplify our values—and together, we are transforming healthcare. We applaud you!

