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**ADMIN**AWARDS®

PRESENTS

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AS  
GOLD

A REGIONAL CELEBRATION OF  
ADMINISTRATIVE EXCELLENCE

SATURDAY, APRIL 10 | 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 Boards, Sponsors and Partners – and equally important, the business community that trusts us to provide meaningful

recognition to one of their most beloved employee groups.

To my surprise and delight, as the world turned inward in 2020, the executive community went the opposite direction. Business leaders began reaching out to us inquiring about our 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 Houston 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! 2020-2021, 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. For that, I am incredibly thankful.

2020 and 2021, with all the 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 as we embark on this new journey with you.

We hope you have as much fun at Houston Admin Awards LIVE! as we’ve had creating it for you.

With Appreciation,

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

**CONGRATULATIONS!**



**CHENIERE**

Recipient of the

**FOUNDER'S AWARD**

for Creating an Exceptional Work Environment for Administrative Professionals

- Career Advancement
- Career Pathing
- Positive Leadership Environment
- Ownership & Leadership of Important Projects
- Recognition
- Executive Sponsor
- Internal Admin Organization
- Professional Development



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**WINNER**  
 Desiree Derouen, Cheniere Energy



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## 2021 JUDGES

**Colleen Barrett**  
President Emeritus  
Southwest Airlines

**Dawn Bupp**  
Senior Executive Assistant  
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### Congratulations to Kara Balluck and all the Houston Admin Award finalists!

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*Congratulations!*

**HEATHER**

2021 LEADERSHIP AWARD FINALIST

**YOU DESERVE IT!**

We're proud to celebrate our own **Heather Motschman**.  
Good luck from all of us at Archrock!



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**WINNER**

# Marcy Candella

PLATINUM COPIER SOLUTIONS LLC

{ THE COLLEEN BARRETT AWARD FOR ADMINISTRATIVE EXCELLENCE }



Marcy Candella has been with Platinum Copier Solutions for just more than two years, but she has dedicated 25 years of service to being an exemplary Administrative Professional. While Marcy was initially hired with an accounts payable role in mind, during her career with Platinum, she moved upward in vendor relations and project coordinator roles and is now Executive Assistant to the President/CEO and a member of his leadership team. Marcy earned a B.S. degree in interdisciplinary studies with a minor in speech communication from the University of Houston-Downtown. Her strong business communication skills have enabled the President/CEO to leverage her on critical projects that require attention to detail, word-smithing, and professional acumen. Marcy's focus on teamwork, integrity, respect, communication, professionalism, and credibility are frequently cited as reasons she is admired throughout the organization. Marcy is privy to confidential information regarding financials, employee issues, customer escalations and the President/CEO's personal matters. In every instance, she handles such information with the utmost confidentiality and professionalism. Marcy takes her responsibilities to heart and exhibits consistent and uncompromising adherence to strong moral and business ethics principles. She has gained in-depth knowledge of the company's service delivery model and processes in a short time and has become mentor in numerous ways. Marcy's attention to detail and follow-through are critical for accounts payable processes. After a recent personality assessment, Marcy was classified as a "contemplator"; she is analytical and a logical thinker – something that proved invaluable in a recent 11-month facility new water source system project that required hours of detailed, accurate work. She boosts employee morale by coordinating team functions and honoring special occasions. From announcements to benefits coordination, she ensures employees feel informed and valued. Marcy is most engaged when she is working on multiple projects and making a positive impact on the work environment. Marcy's email conclusion sums her up her work ethic best: "I appreciate the opportunity to assist with your request."

## FINALISTS



Cassandra Anderson  
Texas Children's Hospital



Brandy Eckles Meyer  
Cokinos | Young



## 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 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.

"Be authentic.  
Be real.  
Remember  
who you are."

**WINNER**

{ THE ABOVE THE CALL AWARD }



**KASSANDRA MARTINEZ**

**EXECUTIVE ASSISTANT, BAKER HUGHES**

Kassandra Martinez, Executive Assistant to Baker Hughes' Assistant Controller for Oilfield Services, has spent more than two decades going above the call for executives, staff members, and others in the organization. Imagine learning a company's general ledger system without any training as an accountant. That's Kassandra. Voluntarily picking up administrative responsibilities outside of her typical workload? Yes, she does that, too. Facilities management, cost control, coordinating executive travel, scheduling teambuilding events, and seamlessly navigating the complexities of a global company – this is an average Tuesday for Kassandra. She is laser focused on company initiatives and in everything she does, she continually shows a commitment to Baker Hughes' core values – Grow, Collaborate, Lead, Care. It is no surprise that other administrative professionals look to Kassandra for guidance and assistance and consider her a role model. Even company EAs in the UK take notice of Kassandra's abilities, describing her as a trusted resource they can count on to ensure everything is taken care of whenever their executives travel to Houston. In her own office or thousands of miles away, she has become Baker Hughes' go-to for support whether a task falls under her responsibilities or not. Her passion for her role is evident in the care she demonstrates for others. Everyone is continually amazed by how she takes it upon herself to look for ways to improve her skillset through webinars or company training. It is no wonder colleagues describe her as "an advocate for her profession, team player, kind, caring, generous, and smart" – an impressive combination, indeed.

FINALISTS



**Jennifer Avalos**  
Cheniere Energy, Inc.



**Isabel De La Torre**  
Texas Children's Hospital



**Ashlyn Monteilh**  
Jacobs



**Amber Rae Majors**  
Fueltrax



**Sarah Robertson**  
Callon Petroleum Company



**Lisa Santillan**  
HUB International Insurance Services

**WINNER**

{ THE LEADERSHIP AWARD }



**CASSANDRA ANDERSON**

**ASSISTANT TO THE EVP, TEXAS CHILDREN'S HOSPITAL**

There are core values at Texas Children's Hospital that all Administrative Professionals are expected to uphold. The first among them? Lead tirelessly. This is what Cassandra Anderson, Assistant to the Executive Vice President of Texas Children's Hospital – The Woodlands, does every day. She follows up closely with the other core values – amplify unity, embrace freedom and live compassionately. In her role, Cassandra manages the EVP's packed calendar and often travels to other hospital sites to assist her on a weekly basis, usually without being asked. No task is too big or too small for Cassandra. She has been serving in some capacity as an Administrative Professional for 31 years, 12 with the hospital, and demonstrates leadership by always placing others before herself and putting forth the effort to make herself available to her peers. Cassandra is the trailblazer and leader of the company's Administrative Support Professionals Network, created to help assist and develop Administrative Support Professionals within the hospital system. She pushes other Executive Assistants toward collaboration and unity by bringing them together for events and educational opportunities. If there is a patient's family at any location that appears lost or disoriented, Cassandra stops whatever she is doing to help. Trash on the floor? Cassandra takes care of it. Books and toys in the lobby? She organizes those, too, so the space is clean for the next visitor. From assisting the EVP to handling the tiniest details, Cassandra is passionate about the hospital system, and it shows! Others naturally follow her lead.

FINALISTS



**Kara Balluck**  
Robert Half



**Bonnie Harbolt**  
Discount Tire



**Jessica Moreno**  
Meridian Energy Group, Inc



**Heather Motschman**  
Archrock



**Brandi O'Rourke**  
Sentry Environmental Solutions



**Jamie Prejean**  
Cheniere Energy, Inc.

**WINNER**

{ THE LOYALTY AWARD }



**KATHRYN LABROSSE**

**BUSINESS MANAGER, NEARTERM CORPORATION**

In today's ever-changing work environment, it is rare to come across an employee who has worked for the same company five years, much less 22. But Kathryn LaBrosse, Business Manager for Nearterm Corporation, has done just that. When colleagues say she is consistent and persistent, it's exemplified by her tenure alone. Her loyalty to Nearterm makes her a true leader, and her dedication and knowledge about the business is evident in everything she does, whether that is payroll, HR, employee onboarding, travel arrangements or coordinating quarterly luncheons and office parties. Her primary job is to support recruiters and principals, so they are more efficient. Kathryn is always the first one to the office and the last to leave, often working weekends to ensure things are running smoothly. She continually finds effective virtual working solutions in the pandemic, and during the big winter storm, hurricanes, and floods, she has helped keep the team operational, connected, and updated. Momma Kat, as some team members call her, places the company's valued team members first. Each day, Kathryn suits up, shows up, and does her job well, always leading by example. One colleague sums it up best: "Kathryn makes the impossible, possible, and it is clear with the passion she exudes for her team and her job, this is what she was born to do. She truly is the glue to Nearterm."

FINALISTS



**Kelly Alessi**  
Southwest Airlines



**Patty Honeycutt**  
DaVita



**Carol Lapsley**  
Hess Corporation



**Amanda Leger**  
Cheniere Energy, Inc.



**Leisa Ruud**  
Lockton Companies - Texas Series



**Congratulations Brandy Meyer**

We are beyond proud of you, your hard work, and the leadership you carry in and out of the office.



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**WINNER**

**{ ADMINISTRATIVE EXCELLENCE  
IN PUBLIC SERVICE AWARD }**



**JANET TEZINO**

**SENIOR TRANSACTIONAL PARALEGAL, METROPOLITAN TRANSIT AUTHORITY OF HARRIS COUNTY, TEXAS**

In her 11 years as Transactional Paralegal for the Legal Department of the Metropolitan Transit Authority of Harris County, Janet Tezino has demonstrated a tireless dedication to the Authority's complex transactional needs and administrative support to a small but mighty legal team who advises one of the nation's largest transit authorities. Her colleagues often refer to her as a "Janet of All Trades," as she is the Authority's sole paralegal for legal department's transactional division, managing a wide spectrum of complex transactional, procurement, board, legal and election-related matters. Janet is highly resourceful and fiercely committed to holding each attorney accountable for meeting deadlines and good customer service. She is considered the heartbeat of the transactional team and does an excellent job at prioritizing tasks from multiple attorneys, making herself available for random, time-sensitive tasks. A cancer survivor, Janet applies the industriousness, perseverance, and immutable faith she used to combat her illness to her work duties, always supporting and guiding her young staff—even making sure they take breaks to grab lunch! Janet was indispensable in her work during the pandemic, transitioning the team into remote and virtual workspaces. And if this isn't enough, Janet stays involved in local community needs, especially those that have been amplified due to the pandemic, such as school lunch drives and holiday donations at a homeless shelter. Her irreplaceable and invaluable contributions to METRO, community engagement, enthusiastic and loving approach to mentoring, and collaborative approach to problem-solving have cultivated a culture of kindness and family throughout the company.

**FINALISTS**



**Mimi Arce**  
Fort Bend ISD



**Melissa Falcon**  
Texas Children's Hospital



**Stacey Green**  
Harris County Sheriffs Office

**WINNER**

**{ STRATEGIC PARTNERSHIP AWARD }**



**MISTY WELLBORN**

**EXECUTIVE ASSISTANT, CHAMPIONX**

Misty Wellborn is more than the Executive Assistant to the Chief Digital Officer at ChampionX – she operates like a partner in various departments, making it fitting to take home The Strategic Partnership Award. Although Misty has been with ChampionX for just under three years, she has been an Administrative Assistant for 15 years, collecting expertise and experience along that way that is adeptly applied in her role today. In 2020, Misty graciously took on an HR role to support the business during a critical time and has served as first contact for several HR-related issues, a plus as she seeks to broaden her career path in this area. She repeatedly proves that she is a reliable "right hand" who can adapt to any situation. Misty is fantastic with data and is often described as organizational and a tech wizard. In her role as EA, Misty supports the Chief Digital Officer and Digital organization cross ChampionX. Misty performs a variety of work that contributes to Digital's success – she is extremely organized -- managing multiple projects and schedules for the Chief Digital Officer and leadership team. She pulls together conferences on time and under budget, took the initiative to develop a Management Operating System, books and coordinates international travel for executives and even learned sales and collection reporting for the finance department to better her skills and to help the company. She has served on the Crisis Management Team during the pandemic and has knowledgeably guided the company in various dimensions of change. Misty also helped found Administrative Professionals – Houston, a networking group that focuses on career development, mentoring and volunteering. She serves as the mentorship lead and gives back to other Admins by teaching what she has learned, making her a genuine "guiding light" who is admired by many.

**FINALISTS**



**Monique Brotzman**  
Alera Group



**Magideh Marlowe**  
Callon Petroleum



*Congrats!*

**Carol Lapsley**

on being named a  
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**Sarah Robertson**



**Magideh Marlowe**

**Congratulations to our Finalists**

**Sarah Robertson  
Magideh Marlowe  
and  
Felicia Marin**

*From all of us at Callon, we thank you for all you do!*

**WINNER**

{ THE ACHIEVER AWARD }



**LAVERN CLEGG**

**DIVISIONAL COORDINATOR, DAVITA**

LaVern Clegg has been an Administrative Professional for more than 20 years, five of them spent as Executive Assistant for the Divisional Vice President at DaVita. LaVern supports the regional People Services team and more than 5,000 teammates in the company's geographic market. She has been promoted several times throughout her career and continues to achieve new goals daily. She has an uncanny ability to intuitively recognize the needs of those around her, always problem solving so that each team member has every opportunity to excel. She continually looks

for ways to add value to her team – organizing meetings, pulling together relevant reports, reaching out to business leaders, and problem solving. She is a master of organizing and executing meetings for large numbers of executives – often working nearly a year in advance to ensure their success. It is not uncommon for LaVern to work with 50 or more high-level executives at once, and she always executes her responsibilities with professionalism, resourcefulness, grace, and tenacity. She has guided the company through the pandemic, hurricanes and the big Texas winter storm, stepping up to help employees in any way possible. By streamlining hiring and coaching practices, LaVern contributed to a bottom-line improvement of almost \$50,000, and she is the company go-to for PowerPoint presentations that convey key information in fun and memorable ways. LaVern has become a valuable mentor to other Administrative Assistants at DaVita, and her dedication to helping others extends beyond the workplace.

— FINALISTS —



**Kathy Gilbert**  
Lockton Companies - Texas Series



**Brittne Wright**  
Texas Children's Hospital

**WINNER**

{ THE SPIRIT AWARD }



**SHEA SMITH**

**SENIOR ADMINISTRATIVE ASSISTANT, CHENIERE ENERGY, INC.**

Shea Smith's office role is the Senior Administrative Assistant to the Chief Compliance & Ethics Officer at Cheniere Energy, but she has a way of making each executive at Cheniere feel like she is their EA as well. There is just something about Shea's caring, attentive spirit and willingness to help that stands out. Sometimes it is the little things that are tough to consistently achieve. Staying optimistic, upbeat, and thinking of others – Shea does this every day, keeping the work environment happier and healthier for everyone. She is always looking for new ways to bring

team members together. As leader of the Cheniere Administrative Professional Support team, she finds creative ways for team members to interact with other departments, including encouraging city-wide volunteer opportunities. She is the first person in a meeting to greet everyone and leads warm-up exercises to get everything ready for long technical meetings. Shea's dedication and contribution to the department and the company is indisputable. As one colleague says, "I cannot see how the department can run and coordinate effectively without Shea's relentless and dedicated support." By handling hundreds of seemingly simple, small tasks and actively offering help, Shea fills the gaps and connects different parts within the department. From sending out birthday reminders and ordering lunches to complex invoicing and keeping and managing executive calendars, she gets it done. And if she doesn't know the answer to a question, she quickly and happily does the research to find it. No matter how complex an issue, Shea never says "no" to a request and makes it seem like each one is the highest priority by addressing it with interest, enthusiasm and promptness.

— FINALISTS —



**Cindy Abelenda**  
Cheniere Energy, Inc.



**Cindy Bruchmiller**  
Southwest Airlines



**Kim Humlicek**  
Cheniere Energy, Inc.



**Felicia Marin**  
Callon Petroleum



**Brandee Mireles**  
Cheniere Energy, Inc.



**Toinette Wright**  
Metropolitan Transit Authority of Harris County, Texas (METRO)

**WINNER**

{ ROOKIE OF THE YEAR AWARD }



**CHELSEA CONLEY**

**ADMINISTRATIVE ASSISTANT, SHELL**

If anyone needs to master a class in successfully balancing a new career and a young family, look to Chelsea Conley. For the past two and a half years, she has been the Administrative Assistant to the Senior VP-Shales US for Shell Exploration & Production Co. Yes, she is a rookie, but she's also a recent graduate, mother of twins and responsible for coordinating all administrative duties for the company's VP and the nine-person leadership team. She enthusiastically went after this prestigious role in the organization with no prior direct professional assistant experience and has been successfully able to

showcase her talents through the results of her hard work, project management skills, and a collaborative attitude. Chelsea manages calendars for several leaders across multiple time zones and handles confidential information. Proactive and inquisitive, Chelsea seeks to learn and develop her professional skills and understand more about business operations. Her positive attitude, combined with her sharp skills, have provided her the opportunity to manage projects, including moving hundreds of employees to a new office space. Her work was so seamless that she is now the return to premise focal point post-pandemic. She joined the organization during a challenging time when the business was trying to prove itself amidst organizational changes, impacts on low oil prices and the pandemic. Chelsea faced the challenges head on and supported her executive so he could focus on providing direction to the organization, exactly the boots-on-the-ground attitude deserving of a Rookie of the Year Award.

— FINALISTS —



**Cynthia Aguilar**  
Hertz Investment Group, LLC



**Leah Cooley**  
Marsh McLennan Agency



**Marie LeBlanc**  
Cheniere Energy, Inc.



**Molly Snayd**  
Effex Management Solutions



**Kirby Steiner**  
Southwest Airlines

**Congratulations to our 2021 Admin Award® Finalists**

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



**Cassandra Anderson**



**Melissa Falcon**



**Izzy De La Torre**



**Brittne Wright**



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