

PACIFIC NORTHWEST
ADMINAWARDS®

P R E S E N T S

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A REGIONAL CELEBRATION OF
ADMINISTRATIVE EXCELLENCE

SATURDAY, AUGUST 14 | 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 Pacific Northwest 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 Pacific Northwest 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

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2021 JUDGES

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BRAVO!

Congratulations to all the Pacific Northwest Admin Awards Finalists!

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WINNER



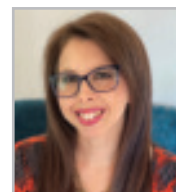
Missy Judd

CHIEF EXECUTIVE ASSISTANT TO CHIEF
EXECUTIVE OFFICE, COMPASS HEALTH

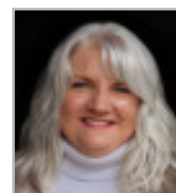
{ THE COLLEEN BARRETT AWARD FOR
ADMINISTRATIVE EXCELLENCE }

Missy Judd is Chief Executive Assistant for Compass Health — but “Renaissance Woman” might be a more apt title, as she exceeds expectations in nearly every conceivable capacity. Not only is Missy an invaluable member of the executive committee, but she also oversees organization-wide initiatives, playing a crucial role in Compass Health’s ability to transform its vision and goals over the past five years and prepare to launch its first-ever capital campaign. Missy also is the personification of Compass Health’s mission, serving as a vocal advocate for underserved populations and destigmatizing mental health treatment through encouraging staff via internal events, facilitating the internal newsletter, and talking with members of the larger community. Additionally, Missy is a mentor to the company’s other Administrative Professionals — helping them better understand their roles and equipping them with the resources to confidently accomplish their goals and best support the organization — and is her CEO’s “eyes and ears,” serving as a representative to Compass Health’s 650 employees and the more than 16,000 individuals it serves.

— FINALISTS —




Shannon Fornelli
Umpqua Bank



Jaci Spross
Synopsis

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 }

**AKIKO NETTO****EXECUTIVE ASSISTANT, NESTLE USA (NESTLE COFFEE PARTNERS)**

Akiko Netto is an Executive Assistant at Nestlé, where she has been instrumental in helping transition the Starbucks business, employee partners, and culture into Nestlé while simultaneously supporting the continued growth and positive impact of the organization. She is known for building collaborative, influential relationships across multiple stakeholder groups, connecting leadership teams between Starbucks and

Nestlé, and coordinating between Nestlé's domestic and global headquarters. Akiko has played a vital role in the continued development of the leadership team and company culture, even creating a gift box of leadership essentials that reinforced the company's new brand identity and provided much-needed camaraderie during the pandemic. She never fails to step up — Akiko has directly supported a first-of-its-kind National Sales Conference, participates in annual leadership team development, and helps new leaders assimilate to their roles. For her efforts, she's been nominated as Partner of the Quarter 10 times — a recognition of the many ways she always goes above and beyond.

— FINALISTS —

Isabelle Gonn
NordstromDenise Helsberg
Community Health Center
of Snohomish County**WINNER**

{ THE LEADERSHIP AWARD }

**SHANNON FORNELLI****EXECUTIVE ASSISTANT, UMPQUA BANK**

Shannon Fornelli is an Executive Assistant at Umpqua Bank, where she is known for making the impossible happen on a daily basis. During her time at Umpqua, Shannon has established herself as a go-to resource for employees across the organization, keeping everyone at the top of their game in the use of technology and the organization of important information. She even created a tutorial on a

social networking tool, referred to as "The Influencer," sharing it with employees across the company so that they could espouse the virtues of the bank on their own social channels. Shannon was the first at Umpqua to leverage a live webcast technology, MS Teams Live Event, to help launch the bank's "Ask the Expert" monthly educational series, a project in which she produces and advises groups of executives on live sessions viewed by more than 300 associates. It's no wonder Shannon is seen as an innovator, lifelong learner, and a natural leader.

— FINALISTS —

Alycia Becker
MTIConstance Boyer
AmazonBerhan Feseha
Google CloudJennifer Stebbins
Billings ClinicKyra Wright
Microsoft**WINNER**

{ THE LOYALTY AWARD }

**ADINA WILLIAMS****SENIOR ADMINISTRATIVE ASSISTANT, COMMUNITY HEALTH CENTER OF SNOHOMISH COUNTY**

Adina Williams is a Senior Administrative Assistant at Community Health Center of Snohomish County, serving as a central and steadfast member of the Administrative Services Team. Her dedication to the center cannot be overstated — when Adina received a cancer diagnosis last year, her tireless commitment to the organization

never waned, and she ensured that her team was never overburdened. Her ability to go above and beyond each day while battling through mental and physical challenges is nothing short of inspiring. Adina is an organizational and departmental resource for the rest of the team and is an expert in her field, supporting the CMO and CDO. Her ability to stay focused, prioritize, and execute tasks with accuracy is unique. She consistently produces work, with minimal guidance, that far exceed expectations. Adina's loyalty has allowed for the continued growth and fulfillment of the center's mission, while also emboldening those who work alongside her to give their absolute best each day.

— FINALISTS —

Melanie Baller (Loughmiller)
RMC Architects PLLCMelinda DeMaag
T-Mobile USA**CONGRATULATIONS****FEY!**

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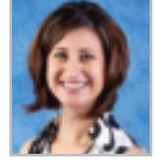
The Strategic Partnership Award Finalist



WINNER**{ ADMINISTRATIVE EXCELLENCE
IN PUBLIC SERVICE AWARD }****JAN OLSEN****EXECUTIVE ASSISTANT AND BOARD SECRETARY, VOLUNTEERS OF AMERICA
WESTERN WASHINGTON**

Jan Olsen is Executive Assistant and Board Secretary at Volunteers of America Western Washington, where her encouragement, knowledge, and passion for the organization has led her to become known as its “rock.” During her 17-year tenure, she has supported three CEOs and countless board members, and during the organization’s explosive growth over the past year, she expertly oversaw the administrative and reception team — all while 100% remote. As Board Secretary, Jan is instrumental in board development, compliance, and execution, and as part of the senior leadership team, she is the organization’s historian, bringing immense knowledge and unique perspectives to executive decisions. Jan’s ceaseless compassion plays a vital role in building better company culture — she encourages positivity and fosters social connections with the nearly 500 employees who work for VOA. Additionally, she consistently goes out of her way to find information that helps employees make the best decisions possible. Her one-of-a-kind combination of wisdom, resourcefulness, and kindness truly sets Jan apart.

— FINALISTS —

**Heather
Lantz-Brazil**
City of Kirkland**Stephanie Ramirez**
City of Seattle**Tina Roth**
*Everett Public
Schools***WINNER****{ THE ACHIEVER AWARD }****NICOLE DECARIO****SPECIAL PROJECTS MANAGER, ALLEN INSTITUTE FOR AI**

Nicole DeCario is Special Projects Manager for the Allen Institute for AI, where she serves as a thought partner to senior leaders and a key contributor in leading critical business efforts. In her first week on the job, she began planning and organizing the AI Policy Summit, where her talents for problem-solving were on full display. Those talents have only become more evident since, as Nicole consistently stands out for her energy, professionalism, and writing and research abilities — Nicole has co-authored articles that have appeared in WIRED and The Hill, as well as a chapter in a prestigious AI book. Additionally, she has played essential roles in projects such as the AI & Fairness Project (which focuses on disadvantaged populations) and in Diversity, Equity and Inclusion (DEI) efforts. Her ability to toggle between tasks — whether big or small, complex or simple — with the utmost of grace has made Nicole a shining example of what an achiever should be.

— FINALISTS —

**Kristin Garcia**
Tableau**Dennise Garcia Rojas**
Seattle Children's**Amy Preston**
*Synopsis, Inc***2021 PACIFIC NORTHWEST ADMIN AWARDS: CONGRATULATIONS SYNOPSIS FINALISTS****Melise Alcantar**
Rookie of
the Year**Amy Preston**
Achiever
Award**Jaci Spross**
Colleen Barrett Award for
Administrative Excellence**SYNOPSIS®**
Silicon to Software™**Congratulations to our Administrative
Excellence Award Finalist!****Akiko Netto***Thank you for your incredible work & commitment
to the business!***Coffee
Partners**

WINNER

{ THE STRATEGIC PARTNERSHIP AWARD }

**DEANNA CHASE****SENIOR EXECUTIVE ASSISTANT, EXPEDIA GROUP**

Deanna Chase is Senior Executive Assistant at Expedia Group, where she has established herself as an inclusive team player who operates with tremendous emotional intelligence. Deanna's meticulous preparation breeds confidence for Expedia's entire extended team, and her ability to bridge the divide between an idea and its desired results is truly unmatched. With Deanna — who always is direct, clear, and committed to every assignment — it takes only one conversation or email to execute on a tough task. Those tough tasks have included remaining steadfastly at her executive's side during the global pandemic, helping to examine and develop action plans for one crisis after another. In every case, she showed exemplary judgment and an unparalleled ability to build trust with stakeholders. Additionally, Deanna serves as a role model and mentor for countless other Administrative Assistants across Expedia Group and always is generous with her time, strategies, and resources. She leads the administrative team with accountability and creates a supportive environment for others to learn and grow.

— FINALISTS —



Fey Harkness
Touch Worldwide



Barb Patton
Northwest Specialty Hospital



Darbie Romig
KeyBank

WINNER

{ THE SPIRIT AWARD }

**MONIQUE SHIELDS****EXECUTIVE ASSISTANT, GREATER TACOMA COMMUNITY FOUNDATION**

Monique Shields is an Executive Assistant at Greater Tacoma Community Foundation, where she has become the “master planner” of board retreats, leadership retreats, all-staff retreats, and any special occasion that enhances the feeling of connection and warmth within the organization. Monique cultivates an atmosphere that makes collaboration and innovation rewarding and easy — she has initiated staff activities ranging from “Wear Red Day” and heart health promotion to staff happy hours to creating individual care packages tailored to each staff member that were hand-delivered during the pandemic. She also is a vital member of GTCF's leadership team, bringing diverse staff perspectives to decision-making conversations. Her skillset in this area was especially valuable as GTCF developed and shared its racial equity action plan in June 2020. No matter the topic or activity, Monique approaches her work with enthusiasm, joy, and care. Her spirit is contagious and infuses GTCF's organizational culture with the ingredients necessary for a caring, healthy workplace.

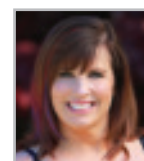
— FINALISTS —



Kendra Carlson
Woodland Park Zoo



Alison Christman
St. Michael Medical Center



Julie Cosgrove
Microsoft



Jessica Dreier
Community Health Center of Snohomish County



Valerie Key
Starbucks



Jaci Spross
Synopsis



Congratulations

MISSY JUDD

2021 Admin Awards
Colleen Barrett Award Finalist

Congratulations on your achievement, Missy! Your enthusiasm, professionalism, and friendship makes such a difference at Compass Health.



CONGRATULATIONS

Alycia Becker

ADMIN AWARDS LEADERSHIP FINALIST

Words cannot describe how truly grateful we are to have you on our team. Your resilience, dedication, and leadership fuels MTI. Plus, your kindness and compassion make you one of a kind. Thank you for making the lives of our employees, clients, and communities better. You are so deserving of this award and so much more!

YOUR MTI FAMILY



#makinglivesbetter

WINNER

{ THE ROOKIE OF THE YEAR AWARD }



MELISE ALCANTAR
ADMINISTRATIVE ASSISTANT, IV, SYNOPSISYS

Melisa Alcantar is an Administrative Assistant for Synopsys. In her role, she provides executive support to three VPs, expertly managing calendars, submitting and approving expense reports, scheduling international travel, and tracking data. Her off-the-chart skillsets have proven vital both to the executives she supports and to the Synopsys organization as a whole. Though she could rest on her reputation as an excellent employee, Melisa instead consistently looks for ways to further develop her abilities — for example, she has taken on project management training through Degreed/Coursera, has completed Levels I and II of Star Achievement, and has educated herself in the project management tools Jira and Confluence. As a result, she has been asked by many to share her knowledge — and, as always, she’s proven ready and willing to do so. Though she is new to the administrative role, Melisa has become a role model, encouraging other Admins to go above and beyond in their work each and every day.

— FINALISTS —



Colleen Daly
PitchBook



Riley Lindheimer
Robert Half



Szabi Pasztor
Farmer Frog



Niki Sotelo
Adswerve, Inc.



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Party Popper
Picture Time!

WINNER

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Congratulations
SHANNON FORNELLI !
Finalist for
The Colleen Barrett Award for Excellence
The Leadership Award



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