

DENVER
ADMINAWARDS®
PRESENTS

Live!
GOOD
— AS —
GOLD

A REGIONAL CELEBRATION OF
ADMINISTRATIVE EXCELLENCE

SATURDAY, SEPTEMBER 18 | 7PM
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 Denver Metro 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 Denver Metro 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

2021 ADVISORY BOARD

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Ashley Sparhawk
Global Down Syndrome Foundation

Cherie Harris
Mercy Housing

Amy Cler
Red Bird Farms

Lisa Cook
U.S. Bank

2021 JUDGES

Pam Gerber
CMO, Fibroid Institute of Dallas

Sherry Parsons
Retired Executive Assistant, Avaya

Kelly Mahncke
CFO, Assistant Executive Director of
Finance, US Hockey

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Jamie McCormick
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for Creating an Exceptional
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- ☒ Career Advancement
- ☒ Career Pathing
- ☒ Positive Leadership Environment
- ☒ Ownership & Leadership of Important Projects
- ☒ Recognition
- ☒ Executive Sponsor
- ☒ Internal Admin Organization
- ☒ Professional Development

WINNER

Karen Nelson

TECHNICAL EDITOR, SBSA, LLC

{ THE COLLEEN BARRETT AWARD FOR ADMINISTRATIVE EXCELLENCE }

Karen Nelson is Technical Editor at SBSA, and in this role, she uses her immense skill set to edit and translate complex engineering reports typically used in litigation settings into high-quality, readable documents — work that is essential to the success of the company. Despite demanding deadlines, she works with more than 30 people in the organization to complete all reports and ensure that they meet the highest standards. Karen's commitment to precise work is always on display, whether in small technical memorandums or full reports that exceed 500 pages. Her ability to manage high-pressure situations with patience and tranquility is an inspiration to others in the firm, as well as to clients. Additionally, Karen is a bridge builder across the company — she advocates for the professional growth of her colleagues, patiently teaches and mentors the administrative team, and is an exemplar of professionalism to all who work with her. Her work ethic, positive attitude, and pursuit of perfection sets the standard for excellence at SBSA.

FINALISTS



Bonnie Azevedo
Moye White, LLP



Jessica Coder
Martin/Martin, Inc.



Cindy Fitzsimons
National Cattlemen's
Beef Association (NCBA)



Destiny Sipres
Children's Hospital
Colorado

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.

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

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.

WINNER

{ THE ABOVE THE CALL AWARD }

**SARA GOLDEN****EXECUTIVE ASSISTANT, U.S. BANK**

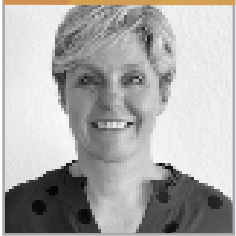
Sara Golden is Executive Assistant at U.S. Bank, where she not only does an outstanding job in her primary role but also makes the entire organization shine by supporting broad community and employee efforts. Sara utilizes her technical, managerial and relationship skills to help make U.S. Bank a top-performing company — for example, she recently utilized floor plan software so that the bank could easily

find space for new hires and kept employees connected during the pandemic, organizing fun virtual events like trivia games and holiday “ugly sweater” contests. On top of all that, Sara has historically been the point person for the company’s largest customer event in Colorado, the “U.S. Bank Day at the Broncos,” and is incredibly active in many business development groups (BRGS) that support diversity, equity, and inclusion. A common refrain in the office is “Sara is great to work with,” and her efforts to go above and beyond have strongly influenced key relationships and helped differentiate U.S. Bank from other institutions.

FINALISTS

**Rebecca Collier**
KeyBank**Theresa Craddock**
Source Office and Technology**Kellian Pitman**
Griffiths Law PC**Alicia Relyea**
Wurk**WINNER**

{ THE LEADERSHIP AWARD }

**SARAH STEHR****EXECUTIVE ASSISTANT, CITY OF WESTMINSTER (COLORADO)**

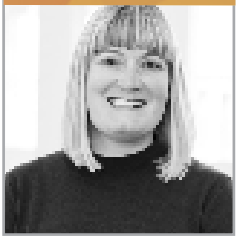
Sarah Stehr is Executive Assistant for the City of Westminster, where she routinely demonstrates that title alone does not define a leader. In her role, she handles budget preparation, the monitoring of expenses, pay draw certifications, and purchase order issuance for a department of 75 employees, some of whom directly manage public works design and construction projects valued in the tens of millions

of dollars — and that’s in addition to all of the other responsibilities that typically fall under an EA role. As the only EA in the organization who directly supervises administrative staff, Sarah leads with patience and confidence, empowering her staff to lead alongside her and motivating them to do their best work. She also leads by example, pursuing her own goals by earning the administrative professionals course certification and working towards her project management certification. Sarah has said, “I want to inspire” — and like all great leaders, that’s exactly what she does.

FINALISTS

**Adrienne Davis-Kallas**
Janus Henderson
Investors**Paige Olivier**
Colorado Oil & Gas
Association**Bonnie Schutz**
Tandem Resource
Solutions**Tara Thorne**
Cisco Systems, Inc.**Connie Wilson**
Intel Corporation**WINNER**

{ THE LOYALTY AWARD }

**MACKENZIE SANTANA****ADMINISTRATIVE SERVICES COORDINATOR, CENTURA HEALTH - AVISTA ADVENTIST HOSPITAL**

Mackenzie Santana is Administrative Services Coordinator for Avista Adventist Hospital and has been tremendously successful during her tenure serving as the connector between various levels of hospital leadership, staff, and the community. She was the first at the hospital to serve both the CEO and COO simultaneously and during her

time at Avista, has supported four CEOs, three CMOs, four CNOs, and three CFOs. Her ability to expertly adapt to the priorities of leaders and the organization as a whole made Mackenzie an obvious choice to co-lead Avista’s early vaccine clinics, ensuring that all processes ran smoothly and that the customer experience was consistently positive. Despite the additional responsibilities brought on by the pandemic, Mackenzie never faltered in her support of internal staff, community members, board members, and leaders, particularly in her efforts to ensure C-level staff stayed connected with their employees and the greater community. Mackenzie’s loyalty and dutiful service have played a vital role in securing Avista’s renowned position in the community.

FINALISTS

**Merlinda Lucas**
American Furniture
Warehouse**Linda Marcinski**
Western Union**Tracy Spiegel**
Griffiths Law PC**Marlene Troxle**
His Kingdom Matters**BRAVO!****Congratulations to all the Denver Admin Awards Finalists!**

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WINNER

{ ADMINISTRATIVE EXCELLENCE IN PUBIC SERVICE AWARD }



DESTINY SIPRES

OPERATIONS COORDINATOR, CHILDREN'S HOSPITAL COLORADO

Destiny Sipres is Operations Coordinator for Colorado Fetal Care Center and NICU; scheduler for Pulmonary Hypoplasia Clinic; and Administrative Coordinator for North American Fetal Therapy Network. If her many titles and responsibilities don't automatically give away how dedicated Destiny is to serving the health needs of the public, her commitment to assisting patients from check-in all the way through the

treatment process definitely does. Destiny is the public face of CFCC, and in that very external-facing role, she consistently handles both employees and patients with the utmost positivity. She also never hesitates to take on additional roles when necessary — for example, when the NICU milk lab was in crisis over staffing during COVID-19, she stepped up and worked to ensure that the NICU babies were fed and that the milk technicians were not overburdened. Though she's always on the go, Destiny is the first person to check on other employees' well-being or just stop by to say hi — making her the true embodiment of CHCC's caring culture.

FINALISTS



Katy Walton
Mile High United Way



Kari Elizalde
The Judge William E. Doyle

WINNER

{ THE ACHIEVER AWARD }



DENISE BUCHER

EXECUTIVE ASSISTANT TO THE PRESIDENT, FRONT RANGE COMMUNITY COLLEGE

Denise Bucher is Executive Assistant to the President at Front Range Community College. In her multi-faceted role, Denise has become known as the glue that binds the college and its positive culture together. She organizes weekly leadership meetings, supports the President's daily schedule, and manages key external events

such as signing ceremonies. While Denise has excelled in every role she's held at Front Range, she has proven herself especially invaluable through her amazing work to assist the college during the COVID-19 pandemic. She expertly organized a campaign to distribute masks to staff and students, managed weekly virtual town halls, and created a virtual "graduation in a box" that was mailed to thousands of students when in-person commencement ceremonies were not possible — an idea that proved immensely popular with graduates. She even organized a virtual professional development day for 90 Admins while simultaneously adapting to new technologies and deploying them flawlessly. Denise consistently demonstrates organization, initiative, independence, and positive energy — everything a true achiever should be.

FINALISTS



Jenna Bowman
Leprino Foods Company



Jennell Bruno
Griffiths Law PC



Marisa Cucuzzella
Global Down Syndrome Foundation



Endsley Eggert
HeartHero / EIR Inc.



Judy Martin
Congruex



Tracy Satterly
Vectrus, Inc.



Sheri Kelly



Sara Golden

Congratulations Sheri Kelly and Sara Golden 2021 Admin Award Finalists

Congratulations on this amazing achievement, Sheri and Sara! Your enthusiasm, professionalism, and dedication make such a difference at U.S. Bank.

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CONGRATULATIONS! MARISA CUCUZZELLA

Denver Admin Awards Finalist 2021

Thank you for all your hard work & commitment!



ANNA & JOHN J. SIE
FOUNDATION

GlobalDownSyndrome.org

WINNER

{ THE STRATEGIC PARTNERSHIP AWARD }

FINALISTS

**WHITNEY LOFTESNES****CHIEF OF STAFF, CONVERCENT BY ONETRUST**

Whitney Loftesnes is Chief of Staff at Convercent, where her talent for collaboration elevates the entire executive team. She is a true partner to her leader, especially in the way she adeptly understands the relationships between Convercent's investors, board, and executive team. When the company sold to OneTrust this year, it was Whitney who was asked to project manage the \$275 million acquisition — an

undertaking that required working with tax consultants, M&A Advisors in Paris, existing investors across the United States, legal teams exceeding 15 people across both sides, and a nerve-wracked CEO. Despite her many impressive professional successes, Whitney never seeks the limelight. Instead, she unfailingly looks for ways to recognize others, such as encouraging executives to champion their teams during quarterly business reviews and ensuring that new executives at Convercent understand the company's uniquely positive culture. Whitney leads the charge in making sure that, day in and day out, everyone at Convercent is the best version of themselves.

**Sheri Kelley**
U.S. Bank**Toni Shiner**
Urban Solution Group**WINNER**

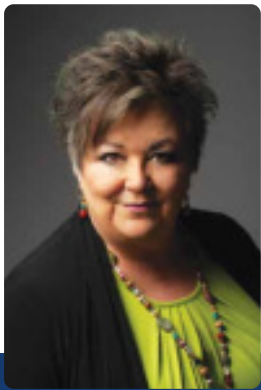
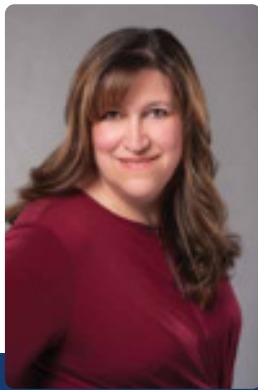
{ THE SPIRIT AWARD }

FINALISTS

**CHRISTIE PETERSON****EXECUTIVE ASSISTANT, ORACLE**

Christie Peterson is Executive Assistant at Oracle, where she has developed a reputation as an optimistic encourager who makes everyone feel genuinely valued and supported. She is the ultimate self-starter, working with Oracle's Talent & Development team to craft a training plan for herself and others that helps them better understand the competencies required to succeed in their Administrative

roles. She also demonstrates an enduring commitment to making personal connections, such as ensuring all team members are celebrated on their birthdays and work anniversaries — and even makes homemade cards for them. Christie is an invaluable resource to new hires at Oracle, expertly helping them navigate their first few days at the company by ensuring they have access to the technical help they need to get up and running quickly. Her positive spirit is contagious, as is the way she makes those around her feel endlessly encouraged. In the words of her colleagues, Christie is truly a "master connector."

**James Lemon****Britten Michalik**
Robinhood Markets**Melody Neff**
Vectrus, Inc.**Dawn Owens**
Lockheed Martin**Melody Neff**
Spirit Award**Tracy Satterly**
Achiever Award

Congratulations to
MELODY NEFF and **TRACY SATTERLY**
of Vectrus on becoming
2021 Admin Award Finalists!

Thank you for your tenure and dedication
to Vectrus throughout the years!

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Janus Henderson
INVESTORS
CONGRATULATIONS**ADRIENNE DAVIS-KALLAS****Leadership Award Finalist for the 2021 Denver Admin Awards**

Your leadership empowers others to dream and achieve more than they ever imagine while creating space for them to stand on their own.

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WINNER

{ THE ROOKIE OF THE YEAR AWARD }



AARON QUINTANA

SENIOR DISTRICT ADMIN, TARGET

Aaron Quintana is District Administrator for Target, where he covers 17 stores in Utah, Idaho, and Wyoming. After assuming the role in 2020, Aaron immediately leveraged his strengths in building relationships based on trust and attention to detail to gain buy-in from store directors, district business partner teams, and his boss. He set up status time with each store director and member of the District

Leadership Team to learn what they valued most in the District Administrator role and where there was room for improvement. In addition to his District Admin responsibilities, Aaron also serves on the district's Diversity and Inclusion Action Committee — where has been featured in the group and region for his work with LGBTQIA+ initiatives — and supports other volunteer efforts within the district. The exceedingly positive feedback from the district's 16 store directors and 3,000 hourly team members illustrates how, by embracing and exemplifying the culture of Target, Aaron has taken the District Admin role and elevated it into something truly special.

FINALISTS



Ashley Eckert
HeartHero



Carrie Brown-Coats
Robinhood

**WINNER**

BONNIE AZEVEDO
MOYE WHITE, LLP



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IS THE APPRECIATION OF IT.”
— William Thackeray

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Robert Half has once again been named to FORTUNE's "World's Most Admired Companies" list and remains the top-ranked staffing firm (February 2021). For more information, including career resources and industry research, visit roberthalf.com.

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