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PRESENTS

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ADMINISTRATIVE EXCELLENCE

SATURDAY, NOVEMBER 6 | 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 Greater Boston 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 the Greater Boston 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

Colleen Barrett
President Emeritus, Southwest Airlines

Renee Veins
Executive Assistant, Bullhorn

Pam Gerber
CMO, Fibroid Institute of Dallas

Charlene Saini
Partner Development Specialist, Progress

Sherry Parsons
Retired Executive Assistant, Avaya

Janine Allo
Chief People & Culture Officer, EZ Cater

Mary Fagan
Office Manager, Boston Properties



WINNER



{ THE COLLEEN BARRETT AWARD FOR ADMINISTRATIVE EXCELLENCE }

Marion Riemenschneider CEO & ECN OFFICE MANAGER, NOVARTIS

Marion Riemenschneider is Executive Assistant to the CEO of Novartis, who fully credits Marion's extraordinary proficiency, dedication, and willingness to go the extra mile with ensuring the success of his transition to CEO. In addition to her organizational, communication, and collaboration skills, she consistently demonstrates tremendous adaptability and agility, establishing herself as a true and valued partner. Marion cares deeply about Novartis and the ways in which the company impacts the world, seeing her work as serving the higher purpose of improving human health. She shows tremendous leadership in navigating multiple asks and handling them with courage and tact while maintaining an upbeat approach that ensures continued positive relationships with key stakeholders across various offices and sectors. Additionally, she created and leads a network of more than 100 Executive Assistants across the company, engaging them to collaborate in their daily work, share best practices, and support each other professionally and personally. Marion is a shining example of leadership who brings her whole heart to her work and ensures her peers receive the support, dignity, and recognition they deserve.

FINALIST



Susan Faulk
athenahealth, Inc.



Allison Palombo
Acceleration Partners



Rachel Wallace
LifeMine Therapeutics



Pamela Weir
*Northeastern University -
D'Amore-McKim School
of Business*



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 }



KELLY HANSON

EXECUTIVE ASSISTANT, ANALOG DEVICES, INC.

Kelly Hanson is the Executive Assistant to Greg Henderson, Senior Vice President of Automotive, Communications, and Aerospace (ACA) at Analog Devices, Inc. In her role, some of Kelly's many responsibilities include heavy calendar management, global travel, large meetings and events, PowerPoint presentation development, and company-wide communications — all of which she handles with immeasurable grace and positivity. Kelly acts as a true business partner to Greg, attending staff meetings to ensure that she has a pulse on the organization's goals and objectives and to better understand the ACA business. She acts as a liaison to relay information between her executive and the business unit vice presidents, spearheads their questions or concerns, and is truly her SVP's right hand, anticipating his needs often before he does. While Kelly is no doubt an asset to her executive and the entire ACA team, her work ethic and professionalism stretches far and wide, bolstering nearly every aspect of the company.

FINALIST



Johanna Diaz
Janitronics
Building Services



Laura Fitzhenry
Woodard & Curran



Vernessa Fountain
Cruz Companies



Tori Nichols
Turbocam, Inc



Lynn O'Neil
Analog Devices, Inc.



Erin Pero
Southwest Airlines

WINNER

{ THE LEADERSHIP AWARD }



LISA HABIG

SR. EXECUTIVE ASSISTANT TO THE CEO, PTC, INC.

Lisa Habig is Senior Executive Assistant to the CEO of PTC, Inc., where she has garnered a reputation as a truly exceptional and trusted partner. She is known for being tough, smart, hard-working, positive, and committed to excellence, and a confident self-starter who proactively addresses day-to-day challenges and opportunities. Through her own initiative, Lisa pulled together all of PTC's Executive Assistants into an EA Forum where they meet periodically to collaboratively discuss and align around best practices and company-wide standards for the profession. After seeing her exceptional skills as a manager, PTC changed reporting structures so that all EAs now report to Lisa. Though she often has many balls in the air at once, she never drops any, always maintaining her impeccable work standards. Lisa has become a powerful force at PTC in just a few short years, emerging as a respected member of the executive leadership team whose leadership qualities distinguish her as an invaluable colleague.

FINALISTS



Mandy Evers
Jobcase, Inc



Amy Longwell
Vertex



Dana Munzner
Analog Devices, Inc.

BRAVO!

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WINNER

{ THE LOYALTY AWARD }



MERVE GOULD

**EXECUTIVE ASSISTANT TO TET LEADER,
TAKEDA PHARMACEUTICALS**

Merve Gould is Executive Assistant to the President of Takeda Oncology, Takeda Pharmaceutical Company, where she is often referred to as a “legend.” Beginning in her early days at Millennium (prior to Takeda’s acquisition), Merve fostered knowledge-sharing across the community and helped lay the groundwork for a uniquely collaborative community of Administrative

Professionals called MASTERS who work together to tackle tasks and problems. Through this ambitious and often thankless effort, Merve and her colleagues developed a network to provide tools, resources, and training, and created a rising tide to lift all boats in the form of a highly productive, collegial Admin community. Merve also has tirelessly served the most senior level of the organization, where her institutional knowledge, wise advice, and high level of emotional intelligence have proved invaluable. Her positive influence in the organization reflects her intelligence, emotional maturity, and sensitivity to others — and most importantly, her unwavering service and loyalty to Takeda.

FINALISTS



Cheryl Lane-Caron
Veolia North America



Kristin Lyden
Charter Trust Company



Carla Rogers
Turbocam, Inc.

WINNER

{ ADMINISTRATIVE EXCELLENCE
IN PUBIC SERVICE AWARD }



DIANE FINIGAN

**ADMINISTRATIVE ASSISTANT,
READING PUBLIC SCHOOLS - PARKER MIDDLE SCHOOL**

Diane Finigan is Administrative Assistant with Reading Public Schools – Parker Middle School, where she consistently goes above and beyond the call of duty, showing enthusiasm and passion in her support of the school’s mission. From problem solving to projects, Diane can do anything she sets her mind to, welcoming every challenge and always finding creative solutions and systems

that make sense. She creates a welcoming office space where people feel cared for and safe, provides helpful information to families, and acts as the “hub” for the school, using her clear and concise communication within Parker and beyond to support the school’s accessibility and collaboration goals. In fact, a district-level administrator recently shared that Diane is the most effective, competent school administrative assistant she has ever worked with. Diane sets high expectations for herself, which makes her an excellent model for others, and her colleagues say they cannot — and do not want to — imagine Parker Middle School without her.

FINALISTS



Tara Browne
Ascendria Care Alliance



Kate Steir
Town of Reading, MA Police Department



Mia Wood
Alexion Pharmaceuticals

CONGRATULATIONS
to our amazing
finalist
WE COULDN'T BE MORE
PROUD OF YOU!

Kelley Duchesne

MASSTLC

WINNER

{ THE ACHIEVER AWARD }



CAMERON KINNALLY

**DIRECTOR OF ADMINISTRATION,
PIERCE PROPERTY SERVICES LLC**

Cam Kinnally is the Director of Administration at PIERCE Property Services, where her work focuses on streamlining operational and administrative processes, including marketing strategies, job scheduling, and invoicing. She is fully dedicated to solving any problem that arises — and does it all with a sense of humor. Cam not only takes on tasks that are assigned to her, but also helps everyone in the office become better at their jobs and proactively fixes processes that the company wasn't even aware were inefficient. For instance, Cam created a Standard of Operation for email management that essentially eliminated missed and delayed responses to clients and organized an email campaign with existing customers to capture their needs for multiple services per year, which boosted PIERCE's success. Even though she has only been with the company for a year, PIERCE's COO has said on more than one occasion that Cam has changed his life — and her colleagues say they cannot imagine the office without her.

FINALISTS



Sadie Cox
Living Proof



Christina Flessas
Robert Half



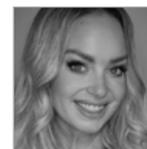
Olga Gersh
Salesforce



Kelsey Hyppolite
Analog Devices, Inc.



Jackie Kane
UMass Memorial Health



Cara Zelandi
Akili Interactive



Dianne Zine
Analog Devices, Inc.

**Janitronics thanks our Admin Awards Finalists,
Marlice Cross and Johanna Diaz for their endless commitment to our mission
to make our world a cleaner and healthier place, one building at a time.**



JANITRONICS

BUILDING SERVICES



Jacqueline Kane
*Finalist,
Achiever Award*

Congratulations

to our amazing finalists for their relentless work ethic, dedication, and service to creating the best place to give care and best place to get care.



Diane Leonard
*Finalist, Strategic
Partnership Award*

WINNER

{ THE STRATEGIC PARTNERSHIP AWARD }

**MIE PERALA****EXECUTIVE ASSISTANT TO THE PRESIDENT, R&D,
TAKEDA PHARMACEUTICALS**

Mie Perala is Executive to the President, R&D, of Takeda, where she is described as “off-the-charts incredible.” She has been foundational in the Takeda transformation over the past several years, helping to solidify its presence as the largest biopharmaceutical employer in the Cambridge area.

Everyone in the organization connects in some way with Mie, and many R&D

reports, senior advisors, and external partners have expressed that Mie is the best and most strategic executive assistant they have encountered. Mie’s leadership extends beyond supporting her executive, as she also delivers strategic value through her leadership within the Administrative Professional community at Takeda. Mie has played a significant role in the establishment and leadership of the Admin community in Cambridge, building it beyond the R&D organization to include those from all functions and business units. Most impressively, she handles this tremendous teamwork and strategic partnering with no sign of how much stress goes into making everything look so easy. Mie truly is the definition of a proactive, and excellent, partner.

FINALISTS



Diane Leonard
UMass Memorial Health



Diane Purpora
*Alexion
Pharmaceuticals*

WINNER

{ THE SPIRIT AWARD }

**KELLEY DUCHESNE****OFFICE MANAGER, MASSACHUSETTS TECHNOLOGY
LEADERSHIP COUNCIL (MASSTLC)**

Kelley Duchesne is Senior Office Manager at Massachusetts Technology, where she accomplishes so much more than any title could imply — it’s no exaggeration to say that she is the company’s heart and soul. Kelley selflessly intends for her work to be seamless and even invisible, and she always asks team members what more she can do to better help and support them. During

the past year, these efforts have been more impactful than ever — when MassTLC faced a steep drop in revenue due to the pandemic, Kelley immediately began investigating the company’s eligibility for PPP funding, and despite an initial rejection, continued exploring possibilities until she secured funds. During social-distancing protocols, she went the extra mile — literally — to drive documents to the CEO for signature in his driveway. Considering Kelley stops at nothing to support the MassTLC team, it’s no wonder her colleagues describe her as “the best coworker, bar none,” “the core of the team,” “stellar,” “unwavering,” and “awe-inspiring.”

FINALISTS



Marlice Cross
*Janitronics
Building Services*



Michelle Malone
Turbocam, Inc.

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AHEAD OF WHAT'S POSSIBLE™



Dianne Zine
Achiever Award Finalist



Dana Munzner
Leadership Award Finalist



Lynn O'Neil
Above the Call Award Finalist



Kelly Hanson
Above the Call Award Finalist



Kelsey Hyppolite
Achiever Award Finalist