

PHILADELPHIA

**ADMIN**AWARDS®

P R E S E N T S

*Live!*  
**GOOD**  
— AS —  
**GOLD**

A REGIONAL CELEBRATION OF  
ADMINISTRATIVE EXCELLENCE

SATURDAY, OCTOBER 23 | 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 Philadelphia 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 Philadelphia 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

**Pam Gerber**  
Fibroid Institute of Dallas, CMO

**Dorthea Chrupcala**  
Ben Franklin Technology Partners

**Sherry Parsons**  
Avaya, Retired Executive Assistant

**Roxanne McCaleb**  
Neiman Marcus

**Barb Milo**  
Hall Park, Director of Park Experience

**Melinda Vail Goodnight**  
Southwest Airlines, Senior Executive Assistant

**Jennifer Seifert**  
Executive Assistant

# BRAVO!

**Congratulations to all the Philadelphia Admin Awards Finalists!**

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# WINNER

{ THE COLLEEN BARRETT AWARD FOR  
ADMINISTRATIVE EXCELLENCE }

## Nichole "Nikki" Anderson

### EXECUTIVE ASSISTANT, COFORMA


Nichole "Nikki" Anderson is Executive Assistant at Coforma, where she has played an invaluable role in the company's expansion, from supporting team members through onboarding to prioritizing a culture of fairness, empathy, and inclusivity. Her positive attitude and proactive approach to collaboration make her a joy to work with, a sentiment shared across multiple departments at Coforma. She has gone above and beyond in supporting her coworkers in times of stress, by cleaning up their inboxes and keeping them in the loop about the executive team's priorities and schedule. She has been masterful at syncing up the company's growing legal and executive teams, allowing the teams to collaborate on managing new contract opportunities, which have grown nearly 70% from the previous year. Nikki is stellar at leveraging years of experience across different industries to bring forward useful skills, from research expertise to event planning philosophies to assembling expansive compliance matrices in just a few days. She is the very definition of the "best of the best."

— FINALIST —



Patricia Rogers  
Arcadia 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?** 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 }



## NANCY PELKY

**EXECUTIVE ASSISTANT, SAGENT**

Nancy Pelky is Executive Administrative Assistant at Sagent, where she brings unparalleled customer service to her role. Nancy supports executives across multiple time zones and is available at almost any time of day. She is always the first to arrive to a meeting and is happy to answer a call in the wee hours of the night to ensure her team's administrative needs are met. Nancy also is exceptional with external clients and vendors, even winning the company's

Pinnacle Award for excellence and dedication. Despite being worthy of numerous accolades and more for her own dedication and excellent customer service, Nancy is above all an advocate for others. She is continuously putting in good words for those colleagues in whom she sees true dedication and commitment and is always the first to nominate a peer for recognition. Her colleagues at Sagent say they are blessed to have Nancy on the team —and would be truly lost without her.

## FINALIST



**Luann Skwirut**  
Deloitte

WINNER

## { THE LEADERSHIP AWARD }



## TARA SIMS

**MANAGER OF ADMINISTRATIVE SERVICES, COMCAST**

Tara Sims is Manager of Administrative Services at Comcast, where she has mitigated functional challenges for efficiency that have supported better work-life balance for her peers — a move that has been paramount in a time when workplace turnover is running high. She always advocates for the betterment of the team and the organization at large, even taking training materials and retooling them to create simplified standardized operating procedures that all

administrative staff can follow as a guide. While not a mandated part of her duties, Tara's leadership in this area is impeccable. She manages workflows for optimal output and devises one-on-one sessions with employees who need incremental support. Though she expertly fulfills her job description, she never lets her work investment rest there. Tara is a model employee who consistently looks for ways to improve her own skill sets and then passes that knowledge on to others. She truly makes the impossible possible at Comcast.

## FINALISTS



**Ty Kendrick**  
Robert Half



**Grace Martinelli**  
Pennsylvania Institute  
of Technology

WINNER

## { THE LOYALTY AWARD }



## LIZ RAFFERTY

**EXECUTIVE ASSISTANT AND OFFICE MANAGER, ABOVEBOARD**

Liz Rafferty is Office Manager and Executive Assistant at AboveBoard, where she has become known as “competence personified” — but her real gift is in building relationships. Not only has she been by her leader's side for more than 20 years (and at four different companies), but Liz has a way of charming everyone — from CEOs and directors to engineers and cleaning staff — with her warm professionalism and contagious laugh. People are not only delighted

to work with Liz but go above and beyond to meet her high standards. She interacts with each company board member differently based on their preferences, and they and other senior leaders have written dozens of notes over the years about how great Liz is. She also helps to coach new executives, teaching them how to operate at her expert level. Liz is a sounding board and true partner to her CEO, and always maintains an even keel and offers a broad perspective.

## FINALISTS



**Donna Peart**  
Sparks



**Kristie Porter**  
Freedom Mortgage

**WINNER**{ ADMINISTRATIVE EXCELLENCE  
IN PUBLIC SERVICE AWARD }**JOCELYNNNE TIMMONS****EXECUTIVE ASSISTANT 4, NJ CIVIL SERVICE COMMISSION**

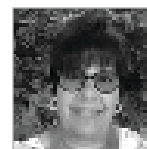
Jocelynnne Timmons is Executive Assistant at NJ Civil Service Commission, serving as a true partner who tackles every challenge with grace. She plans, initiates, and executes programs and special projects, serves as an Ethics Officer for the agency, and acts as Secretary to the agency's Labor, Human Resources, Police, and Fire Advisory Boards, among many other responsibilities. Despite the many hats she wears, she is the first to volunteer

to take on additional tasks to ensure the success of the agency's mission. Jocelynnne is a successful troubleshooter who anticipates issues and takes action to address them, which is why she is so often sought out by her colleagues for guidance. This summer, she took on the responsibility of managing the agency's summer internship program and created opportunities for interns to learn about other departments, divisions, and offices outside of their regular assignments and meet with the lieutenant governor. Jocelynnne always goes the extra mile to ensure that her fellow employees feel valued and included.

## FINALISTS



**Michelle Im**  
*National ACE*



**MaryAnn Segreto-Lamb**  
*NJ TRANSIT*

**WINNER**

## { THE ACHIEVER AWARD }

**JULIANA MIGNOSI****EXECUTIVE ASSISTANT TO COO, NSM INSURANCE GROUP, LLC**

Juliana Mignosi is Executive Assistant to the COO at NSM Insurance Group, LLC., where she leverages her prior legal background to enable NSM's Chief Operating Officer to achieve his goals and objectives and to ensure the company is stronger and more professional. Juliana always exhibits calm diligence in the face of extreme stress — when an objective needs to be achieved, she not only strategizes her own role, but also considers who else

in the organization needs to be involved to complete the mission. She is an indispensable part of any negotiation process, whether it's new relationships or mergers and acquisitions the company is exploring. Her colleagues enthusiastically describe her as a phenomenal coworker with a terrific disposition. She is diligent, hardworking, and inquisitive — while also possessing a great sense of humor and never taking herself too seriously. No matter what is thrown at her, Julia rolls with the punches and always prevails in the end.

## FINALISTS



**Ryann McDewitt**  
*Bollman Hat Company*



**Kimberly Radka**  
*Brenntag North America, Inc.*



**Damali Stansbury**  
*Philadelphia Convention & Visitors Bureau  
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**WINNER**

**WANDA IVETTE SANTIAGO**  
**HORIZON BLUE CROSS BLUE**  
**SHIELD OF NEW JERSEY**



**WINNER**

{ THE STRATEGIC PARTNERSHIP AWARD }



## AMANDA BRYNER

**EXECUTIVE ASSISTANT TO GENERAL MANAGER,  
SILFEX – A LAM RESEARCH COMPANY**

Amanda Bryner is Executive Assistant at Silfex – A Lam Research Company, and from her first interview, she made it clear she wanted to be a business partner committed to anticipating the needs, priorities, and objectives of the leadership team. Needless to say, she was hired — and she's expertly fulfilled her stated mission. Amanda consistently demonstrates a determination to

understand the operating cadence of Silfex and how the roles of the senior team contribute to the overall goals of the division. She works with the team in developing the strategic plan and capturing key decisions and action points that result from its working sessions, as well as recommending how the team might adapt follow-up sessions to be more effective. Amanda is always up for a challenge and searches for ways to improve current processes along with implementing new ones. She has enabled the entire organization to scale by finding and eliminating waste, and her constant desire to put simple systems in place helps deliver greater strategic value and efficiency to Silfex.

FINALISTS



**Patricia (Patti) Byrne**  
*Binswanger*



**Kiersten Stephens**  
*NSM Insurance  
Group, LLC*

**WINNER**

{ THE SPIRIT AWARD }



## MARYANN HENNELLY

**EXECUTIVE ASSISTANT TO THE FOUNDER AND CEO,  
THE MALVERN SCHOOL**

Maryann Hennelly is Executive Assistant to the Founder and CEO of The Malvern School, where she serves as her leader's ambassador with unmatched positivity, enthusiasm, and dedication. Whether it's providing strategic input, digging into research, crafting presentations, collaborating with partners, planning company events, or making sure every "i" is dotted and "t" is

crossed, Maryann supports the leadership team and key company initiatives with a contagious "can-do" attitude. Her gracious spirit has not gone unnoticed by her colleagues — Maryann was peer-nominated and selected from among 600-plus team members to receive The Malvern School's 2019 Core Values Award as part of its company-wide Annual Awards celebration. Maryann's dedication and positivity have been particularly visible throughout the COVID-19 pandemic, where she has made herself available at night and on weekends and always brings a balanced, sunny perspective regardless of how difficult a situation may be. She is a stellar example of everything an Admin should be — an unfailingly positive influence whose contributions and spirit are a gift.

FINALISTS



**Yvette Chiavaro-Sanchez**  
*London Stock  
Exchange Group*



**Dyanne Glass**  
*Comcast  
NBCUniversal*



**Wanda Santiago**  
*Horizon Blue Cross  
Blue Shield of  
New Jersey*



**Berry Woodrow  
Trumble**  
*Calcium USA*



## Congratulations Donna Peart!

Loyalty Award Nominee

Donna is a beloved member of the Sparks family and we are so proud of her!

- Scott Tarte & Jeff Harrow

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# ADMIN AWARDS

Proudly Congratulates  
The 2021 Winners



**Nichole "Nikki" Anderson**  
*Executive Assistant, Coforma*



**Nancy Pelky**  
*Executive Assistant, Sagent*



**Tara Sims**  
*Manager of Administrative Services, Comcast*



**Liz Rafferty**  
*Executive Assistant and Office Manager, AboveBoard*



**Jocelynn Timmons**  
*Executive Assistant 4, NJ Civil Service Commission*



**Juliana Mignosi**  
*Executive Assistant to COO, NSM Insurance Group, LLC*



**Amanda Bryner**  
*Executive Assistant to General Manager, Silfex - A Lam Research Company*



**Maryann Hennelly**  
*Executive Assistant to the Founder and CEO, The Malvern School*

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