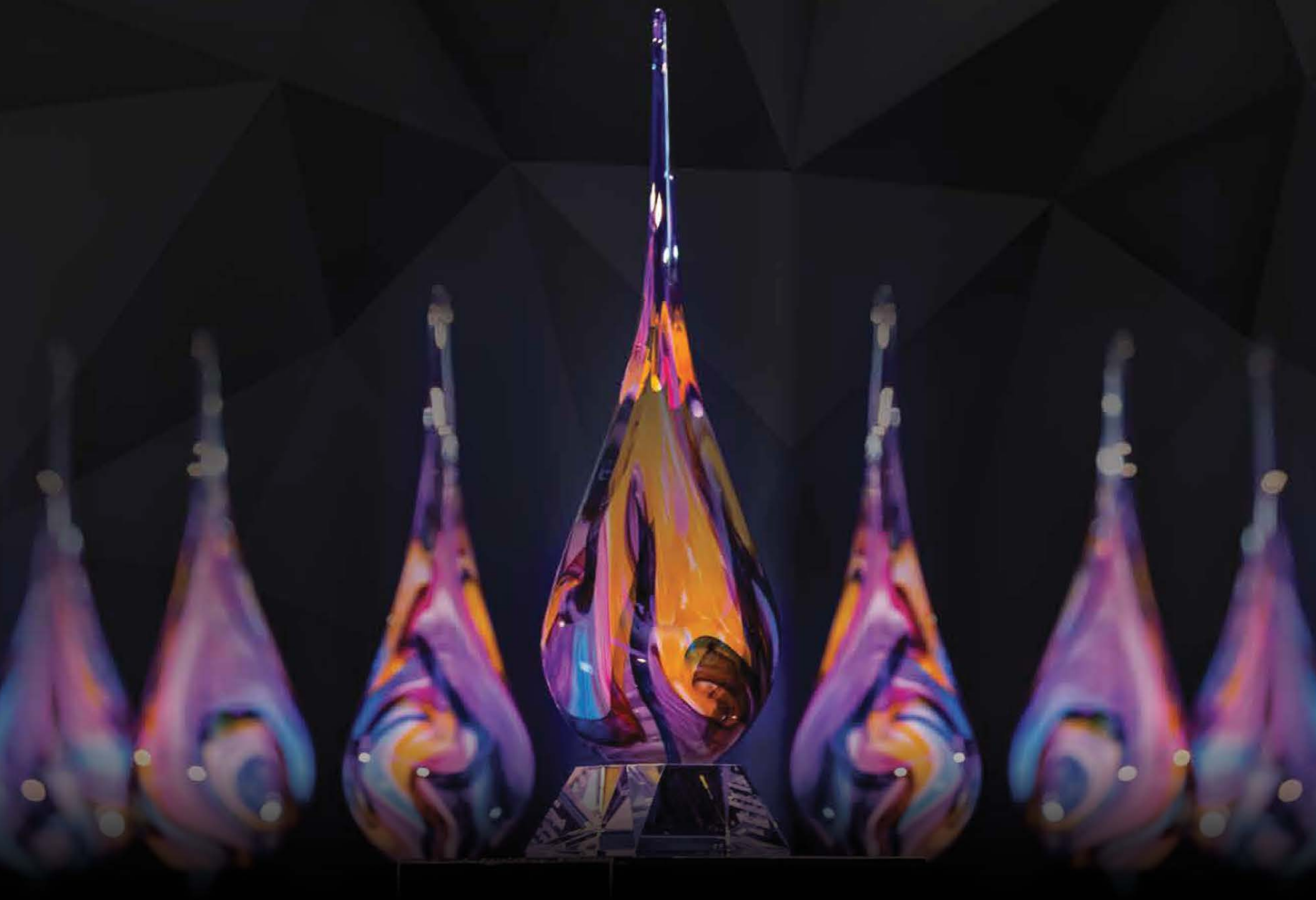


PHILADELPHIA | SEPTEMBER 15

ADMIN AWARDS[®]

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A LETTER FROM THE ADMIN AWARDS



The 2022 Philadelphia Admin Awards Good as Gold Gala marks a milestone with so many reasons to celebrate. This evening was our first in-person format after launching virtually in 2021. After arguably one of our generations’ most cataclysmic events, we are back, celebrating the amazing spirt, heart and expertise of the country’s intrepid Administrative Professionals.

As I reflect on the evening and attending the Philadelphia Admin Awards Gala, I feel compelled to identify the common denominator, the thread that runs through this honorable endeavor to celebrate the most important group of professionals. It’s generosity.

The generosity of the amazing Philadelphia Advisory Board. These passionate Admins, who already shoulder the burden of their intense jobs, family obligations and life’s curveballs, spent hours of their own time advancing our mission to ensure that every Admin doing excellent work has the opportunity to be recognized through the Admin Awards program. They are our VIP’s, and many of them also volunteered to help us set up and work the Gala. We love them dearly.

The generosity of extremely busy Executives and teams positively impacted by their Admins’ great work, who take time out of their busy schedules to write thoughtful nominations and participate in all the activities, like the Tribute Video, to ensure that their Finalists and Admins feel their support and admiration through their generous contribution of time and resources.

The generosity of our independent Board of Judges, including the legendary Colleen Barrett, who volunteer many hours to evaluate nominations and determine our Finalists and Winners. They take it seriously and agonize over their decisions as they go through the process.

The generosity of our Sponsors, who not only provide critical funding that enables the Admin Awards to thrive, but all the additional things they do “just because” they believe so strongly in our mission and the value of Administrative Professionals. From helping us raise awareness, and nominating, to providing major prizes, they reach well beyond their own business interests in their many contributions. We are so fortunate to have a strong family of long-term Sponsors who demonstrate their passion in so many unique ways.

Most importantly, Administrative Professionals are generosity personified! It shouldn’t surprise us that their very nature inspires generosity in all who are impacted by them. Though it is likely not written into any job description, Admins are inherently generous with their time, hearts, and actions. Every day, we encounter Admins with amazing credentials who are prime candidates for being nominated and who are much more focused on having their peers recognized than they are on themselves. It inspires us to see Admins who are eager to see one of their peers in the spotlight. This attribute of generosity is no more pronounced than with Administrative Professionals and it motivates us every day!

From the entire Admin Awards organization, congratulations to this year’s Finalists and Award Winners, you all deserve your time in the limelight! And thank you to everyone who made this evening possible – the Philadelphia Advisory Board, the Board of Judges, busy Executives and their teams and our wonderful Sponsors. We are forever grateful for the copious amounts of generosity that bring us together and enable us to honor and celebrate Philadelphia’s Administrative Professionals!

Diane Ciaglia
Vice President, Strategic Partnerships

2022 JUDGES

Pam Gerber The Fibroid Institute	Maryann Hennelly The Malvern School	Susan Tunney Advocare, LLC
Wini Alexander My7Words	Laura Feigel Gerald R Ford International Airport	Thais Altschuler Hersha Hospitality Management
Kathy Cannon Juniper Networks	Mandy Dupuy Hollywood Casino Morgantown	Heather Crosby GF Hotels & Resorts
Sherry Parsons Retired, Cisco	Subhash Verghese Comcast	Jennifer Seifert
Jocelynn Timmons NJ Civil Service Commission	Sonya Harris Freedom Mortgage	

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COLLEEN BARRETT AWARD FOR ADMINISTRATIVE EXCELLENCE

WINNER



STEPHANIE POWLEY SENIOR BUSINESS SUPPORT AND COMMUNITY MANAGER, SEER INTERACTIVE

Stephanie Powley is Senior Business Support and Community Manager at Seer Interactive — but her colleagues consider her so much more. To them, Stephanie is the culture of Seer. When the pandemic hit, Stephanie didn't waste any time finding ways to make the team feel appreciated and connected. She implemented 30-minute video interviews with various Seer team members that helped employees get to know their teammates. She started Coffee Roulette, a platform that randomly matches employees for regular coffee meetings, and she spearheaded remote events like the End of Summer Birthday Bash, where she got DJ Jazzy Jeff to deejay a virtual dance party for employees, potential new hires and alumni. On top of those grand gestures, she's consistently supportive in the little things that make a big difference. She quickly responds to questions, manages the schedules of several executives, and has even traveled to Seer's west coast office to gain perspective, visit team members and implement initiatives in person. Stephanie is the type of person who always raises her hand to help in whatever ways she can.

FINALISTS



Bernadette Foster
SEPTA



Rose Ursetti
Carlisle Brake &
Friction a Division of
CentroMotion



Meresha Yager
American Water

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.”**

- Colleen Barrett

LEADERSHIP AWARD

FINALISTS

WINNER



COLLEEN SCOTT
EXECUTIVE ASSISTANT, CHILDREN'S HOSPITAL OF PHILADELPHIA

In her role as Executive Assistant at Children’s Hospital of Philadelphia, Colleen Scott is regularly commended for her leadership, creative thinking, problem solving and meaningful collaboration. She envisioned and co-founded an employee resource group called APEX, which has grown to a membership of more than 550 CHOP Administrative Professionals in just 18 months. Due to her efforts to make connections and expand its offerings, APEX now actively partners with several departments at CHOP, and collaborations with these internal departments has led to the creation of unique programs such as employee onboarding support, a mentorship program, a wellness program and specific professional development classes for Administrative Professionals. In advance of her recent maternity leave, Colleen created an 11-page document that outlined everything her temporary administrative replacement and executive would need to know to keep the office running smoothly during her absence. All of this and more is why Colleen is considered the epitome of determination, confidence, grit, know-how and willpower.



Richell Bard
Reading Truck



Cathie Hoke
Capital Blue Cross



Tara Kaufman
Alleer Training & Consulting

ABOVE THE CALL AWARD

FINALISTS

WINNER



ROSE URSETTI
EXECUTIVE ASSISTANT AND OFFICE MANAGER,
CARLISLE BRAKE & FRICTION A DIVISION OF CENTROMOTIONS

Rose Ursetti is Executive Assistant and Office Manager at Carlisle Brake & Friction, where she is known for exceeding the definition of “above and beyond” on a daily basis. In her role, she not only manages the entire office, but also has handled complex projects such as the relocation of corporate headquarters and consequent construction. Rose expertly managed furniture purchases, as well as color, flooring and art selection, and worked with builders, contractors and subcontractors to complete the project on time and within budget. Additionally, she is responsible for the planning and execution of special events such as holiday lunches and the company’s annual appreciation dinner — which, thanks to Rose, is always awesome. She unfailingly picks fun and creative themes, whether casino night, a western motif that included a bull riding machine or this year’s carnival celebration. Most impressive is that despite her many responsibilities, Rose always wears a smile and is ready with a friendly “good morning” for everyone.



Renee Barber
Brenntag



Erin Brady
LIVE! Casino & Hotel Philadelphia



Lyndee Long
Mountain Research, LLC



Janice Snowden
Mobile Outfitters

ACHIEVER AWARD

FINALISTS

WINNER



ASHLEY BOTTARI
EXECUTIVE BUSINESS MANAGER, FS INVESTMENTS

As Executive Business Manager at FS Investments, Ashley Bottari doesn’t measure her day in hours, but rather in the outcomes she delivers for her colleagues. Whether it’s last-minute trip logistics, intricate and complicated event planning, lending an ear as a mentor to her peers, or just keeping her team and those around her on track and on their toes, Ashley is on top of it all. Her role is expansive and includes administrative support for the distribution leadership team as well as managing sales event operations, diversity and inclusion initiatives, budget reporting and junior employees. Her intelligence, integrity and intensity are integral to her incredible work, especially in her superlative leadership in overhauling FS Investment’s events planning policy, where she collaborated with all key stakeholders and — as always — rallied the team with creative solutions that ensured the end product was exactly right. Her colleagues are the first to say Ashley’s willingness to take on responsibility and ensure execution is truly second to none.



Stephanie Dal Ferro
The Vanguard Group



Aimee Ortega
Children's Hospital of Philadelphia



Denise Rossi
Robert Half

“

NEXT TO EXCELLENCE
IS THE APPRECIATION OF IT.

”

– William Thackeray

LOYALTY AWARD

FINALISTS

WINNER



DIANA HANSEN
EXECUTIVE ASSISTANT, CONANTLEADERSHIP

Diana Hansen is Executive Assistant at ConantLeadership, and in her 30-plus years as an Administrative Professional, she has established herself as the backbone that supports top-notch leadership. She is the mastermind behind Team Conant’s calendars, scheduling, travel, PowerPoint and swag design, and marketing materials, and it was her persistence that led to the development of the Blueprint Boot Camp for executives. Diana supports CEO and Founder Doug Conant (whom she also supported as CEO of Campbell Soup), managing his day-to-day world in such an efficient, seamless and professional manner that he only has to focus on what he does best. She is his gatekeeper, navigator and trusted partner — Diana deals with high-ranking executives, world-renowned authors and distinguished academics with confidence and grace, always putting Doug's needs first while maintaining strong relationships with these individuals. She’s so resourceful, she’s become known as the female “MacGyver” — if Diana doesn’t know something, her colleagues say, she will “learn it, find it or make it.”



Michelle (Mikki) Austin
Independence Blue Cross



Gail Touni
Philadelphia Convention & Visitors Bureau

ADMINISTRATIVE EXCELLENCE
IN PUBLIC SERVICE AWARD

FINALISTS

WINNER



CAROLINE LORRAINE
ADMINISTRATIVE ASSISTANT, EATON AEROSPACE

Caroline Lorraine is Administrative Assistant at Eaton, where she effectively adapts to change, works well under pressure while maintaining a positive attitude, and has an exceptional ability to provide every necessary detail — all of which are critical to the plant’s need to meet strict client deadlines and ever-changing demands. Caroline consistently goes out of her way to help with any and everything Eaton employees need, from staying on top of supplies to planning events to even working weekends to ensure everyone is being safe and productive. Additionally, she has been instrumental in helping meet customer and financial commitments, which includes ensuring the plant meets its cycle count objectives. She leads all fundraising activities, coordinates site events such as Cancer Awareness Month, and serves on the First Aid Team to make sure employees are ready for emergencies. Without prompt, Caroline takes the initiative to fill in any gaps she identifies, which makes her team — and Eaton as whole — shine.



Erica Dutton
PA Department of Transportation



Aisha Easton
SEPTA



Jennie Mojica
Open Arms Home Care



CONGRATULATIONS

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GREATNESS RECOGNIZED

Congratulations to all the Philadelphia Admin Awards Finalists!

As a national partner of the Admin Awards, Robert Half is proud to recognize these extraordinary individuals. Whether you are seeking a meaningful career or looking for skilled professionals like them, we are here to help.

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WINNER



LIZ WHITE
EXECUTIVE ASSISTANT, CLOUDTICITY

Liz White joined Cloudticity as Executive Assistant in 2020 — a year that proved exceedingly challenging for the healthcare industry and companies like Cloudticity that support it. Liz’s attention to detail, natural curiosity and ability to manage competing priorities allowed the organization to focus on helping health systems leverage data and technology to adapt to this rapidly changing crisis. In fact, Liz’s tireless work ethic, perseverance and unwavering “can-do” attitude proved instrumental in the company’s successes. She is an administrative professional who legitimately understands that healthcare IT issues really can be matters of life and death, and with that knowledge, is enthusiastically committed to project management, strong communication and active listening to aid and oversee tasks to completion. She also learns quickly and independently, and proactively takes on tasks that continue to expand the scope of her role. Any team Liz is on is a winning team — and Cloudticity considers itself “incredibly lucky and honored” to have her on theirs.



Scarlett Rivera-Montes
The Vanguard Group



Nancy Saia
SEPTA

GOOD AS GOLD
TEAM SPIRIT AWARD

WINNER: CARLISLE BRAKE & FRICTION
A DIVISION OF CENTROMOTION

GOOD AS GOLD
BEST DRESSED AWARD

WINNER: CARISSA BURGETT,
PENNSYLVANIA CHAMBER OF BUSINESS AND INDUSTRY

STRATEGIC PARTNERSHIP AWARD

FINALISTS

WINNER



KATRINA LESKOW
ADMINISTRATIVE ASSISTANT, SALES AND MARKETING,
ESSITY PROFESSIONAL HYGIENE

Katrina Leskow serves as Administrative Assistant, Sales and Marketing, at Essity Professional Hygiene, where she supports the Vice President of Sales and Marketing and acts as a member of the Sales Leadership Team. In her role Katrina, has become an extension of the leadership team, bringing strategic thought and holistic vision to every responsibility. She and her executive work together every day to advance the needs of Essity’s billion-dollar business in the region. Katrina has been instrumental in creating connections between leadership and the sales organization, and she regularly manages virtual calls with the full Sales and Marketing organization, overseeing the agenda, strategic focus of the content and the Q&A at the call’s closing. With her energy and forward-thinking approach, Katrina makes every moment of these calls count, leading to marked improvements in communication, morale and business performance. The value she brings to the business is recognized by her executive, the leadership team and other leaders in the region.



Carissa Burgett
Pennsylvania Chamber
of Business and Industry



Elaine Dearing
Southwest Airlines



Nanette Harrington
SEPTA

SPIRIT AWARD

FINALISTS

WINNER



SHEILA OLIVE
EXECUTIVE ASSISTANT, TD BANK

Sheila A. Olive is Executive Administrative Assistant at TD Bank, where her dedication, diligence and perseverance in taking on challenges is unmatched. She is known for having one of the most positive attitudes in the company and is often requested to work on committees that manage greater team functions such as all-hands meetings, Pulse Action Committee meetings, bank-wide town halls and employee appreciation events. Sheila enthusiastically organizes all team celebrations including birthday parties, anniversaries, lunches and dinners, and partners with other Administrative Assistants to ensure team functions are true celebrations. She also is TD Bank's Ready Commitment Ambassador, where she helps meet community needs and the goals of the Community Reinvestment Act. She then shares her experiences with internal teams and encourages everyone to do better, be better and get involved to make a difference in their own communities. Sheila is not just an asset to TD — she’s a great human being who brings positivity to everything that she touches.



Nicole Henderson
Children's Hospital
of Philadelphia



Katharine Kramer
Radio One



Khaisha Powell
SEPTA



Quintina Wilks
The Vanguard Group



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