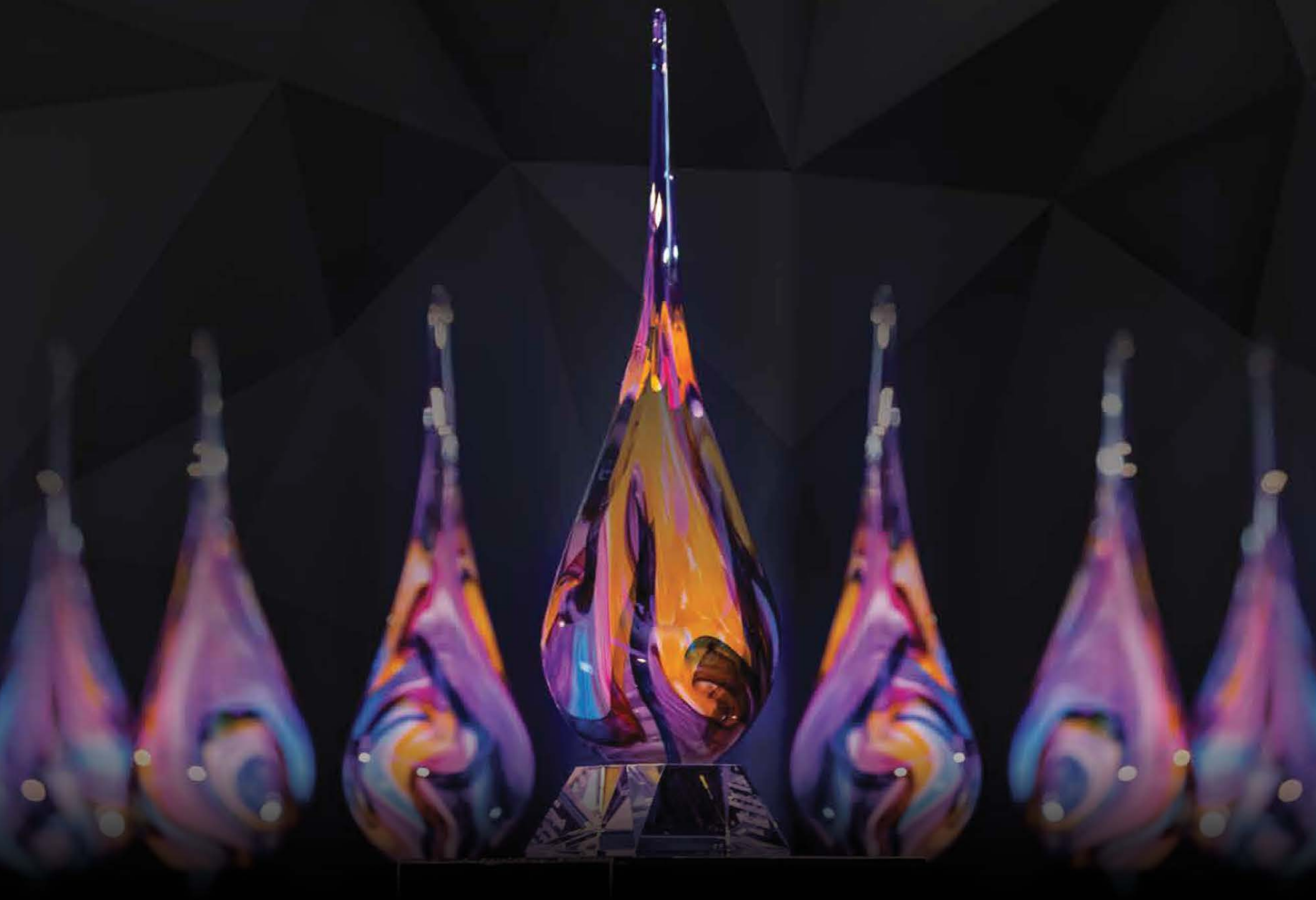


WASHINGTON DC | AUGUST 26

ADMIN AWARDS[®]

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A LETTER FROM THE ADMIN AWARDS



The 2022 Washington D.C. Admin Awards Good as Gold Gala marks a milestone with so many reasons to celebrate. This evening marks the inaugural Washington D.C. Admin Awards. After arguably one of our generations’ most cataclysmic events, we are excited to be celebrating the amazing spirit, heart and expertise of the country’s intrepid Administrative Professionals.

As I reflect on the evening and attending the inaugural Washington D.C. 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 Washington D.C. 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 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 Washington D.C. 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 the DMV’s Administrative Professionals!

Sincerely,
Scott Berlant
Vice President, Strategic Partnerships

2022 JUDGES

Alhassan Elbarasse Maximus	Maura Gardner George Mason University	Yianna Vovides Georgetown University
Emilee Robinson Retired Executive Assistant	Pam Gerber The Fibroid Institute of Dallas	Kameron Coefield Prince George's County Government
Kathy Cannon Juniper Networks	Sherry Parsons Retired, Cisco	
Mary Taylor-Acree Covington & Burling	Wini Alexander My7Words	

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Daanish Jones Stand Together Foundation	Kenya Johnson PhRMA	

COLLEEN BARRETT AWARD FOR ADMINISTRATIVE EXCELLENCE

WINNER



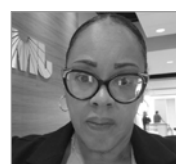
MARGIE WILLIAMS EXECUTIVE ASSISTANT, DIGITAL CLOAK

Margie Williams is Executive Assistant at Digital Cloak, where her wealth of knowledge and experience supporting senior business leaders have been crucial to the development of the new firm. As the senior admin at Digital Cloak, she has created a framework for other Administrative Professionals to follow that includes coursework, standards and policies, information on career levels and titles, and an assessment form. In addition to her many daily responsibilities, Margie takes the time to mentor her fellow admins by encouraging the development of new skills, defining priorities and engaging in team-building events. Whether working with outside vendors to provide architectural plans, CAD drawings, 3D renderings and cost breakouts for Digital Cloak's SCIF project or working with the IT team to facilitate meetings, Margie's professionalism, strong work ethic and dedication to the company's strategic vision are inspiring to witness. She undoubtedly sets the bar high, while demonstrating to others how to reach those same heights — which is why she has become known as Digital Cloak's "Wonder Woman."

FINALISTS



Justine Flint
FINRA



Beverly Jackson
JMT



Mikayla Mayoryk
OBXtek Inc.



Karyn Stinchcomb
Tenable

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

WINNER



ALMA TORRES
EXECUTIVE ADMINISTRATIVE ASSISTANT, ALTRIA GROUP, INC.

Alma Torres is Executive Administrative Assistant for Altria, where she frequently takes on projects beyond the scope of her role. She has led accounting tasks such as measuring completeness of SOX controls around monthly Journal Entry Review and Account Reconciliation completeness; spearheaded a simplification project with a third-party vendor to reduce the time needed to perform monthly manager JE reviews through BOT utilization; and participated in an enterprise-wide initiative to migrate data storage from servers to SharePoint. Not only has Alma excelled in this work, but she also kept engagement levels high throughout the pandemic by creating interactive games such as Family Feud and trivia that allowed employees to virtually compete against each other and with departments throughout the company. She also ensures that team members receive birthday cards (signed by the entire team) and organizes special events for weddings, baby showers, work anniversaries and more. Alma’s passion for learning and people makes her a leader in every possible sense of the word.

FINALISTS



Keitha Bell
Mortgage Bankers Association



Rachel Dolley
Enviva Biomas



Wendy Fox
Altria Group, Inc.



Kim Lahait
CGI



Susan Reckitt
Northrop Grumman Corporation



Veronica Roman
Altria Group, Inc.



Mollie Roscoe
Altria Group, Inc.



Enza Seibert
Altria Group, Inc.

ABOVE THE CALL AWARD

WINNER



MICHELLE BAPTISTE
SENIOR ADMINISTRATIVE ASSISTANT, PHILLIP MORRIS

Michelle Baptiste is Senior Administrative Assistant at Altria, where she embodies relentless dedication. Her willingness to pitch in wherever she is needed pushes the organization to reach its highest potential, and her tenacious desire to always accomplish more is what makes the Brand Management Department tick. Since 2004, Michelle has supported the department’s Compliance Officer, curating content for monthly compliance meetings to ensure the team always stays up-to-date with the latest information. Michelle’s focus on excellence likewise extends to the company’s internship program. She prepares for the interns’ arrivals months in advance, and in the week leading up to their first day, she comes in early and stays late to ensure everything is good to go. She also is deeply involved in bettering her community — in 2017, she was recognized for dedicating more than 300 volunteer hours that year. Her commitment to consistently exceeding expectations has established Michelle as a role model at Altria — as well as a catalyst for success.

FINALISTS



Tiffany Bolden
FINRA



Tanakia Harris
AECOM



Erika Lee
INSCOM G2X



Melanie Moore
Altria Group, Inc.



Georgia Sumilas
Clark Construction Group



Felicia Urquhart
Baltimore City Recreation and Parks



Melissa Williams
Baltimore City Recreation and Parks



MBA Congratulates
2022 Admin Awards Finalist

Keitha Bell
Administrative Manager and Executive Assistant to Robert D. Broeksmit, CMB
Office of the President, Mortgage Bankers Association



Thank you to all of our administrators for your unwavering commitment to delivering excellence and dedication to providing world-class service.

Congratulations to our our 2022 Above the Call Award Finalist Georgia Sumilas!



ACHIEVER AWARD

WINNER



KAREN CLINKSCALES
EXECUTIVE ASSISTANT TO THE CEO, URBAN ONE, INC.

In her role as Executive Assistant to the CEO of Urban One, Inc., Karen Clinkscales possesses all the critical components of an excellent Administrative Assistant — the ability to manage travel, schedule meetings, review and prioritize correspondence and expense reports, and diplomatically communicate with all stakeholders within and outside of the organization. But that’s only a fraction of the brilliance that makes Karen an extraordinary member of the Urban One team. Karen is an endlessly confident and business-savvy colleague who can keep pace with ever-evolving priorities without missing a beat — and whose impact on the organization is felt far beyond the four walls of her executive’s office. Not only has she managed the complexities of her day-to-day work, but she has simultaneously taken on large-scale projects such as Urban One’s President’s Club Event, for which she is the “chief architect.” Karen is a consummate professional who consistently gives her best to make her CEO, and the entire organization, shine.

FINALISTS



Lisa Fogarty
Altria Group, Inc.



LaToya Ludd
University of Maryland, Baltimore



Megan Lyles
Altria Group, Inc.



Linda Miller
Bates White Economic Consulting

LOYALTY AWARD

WINNER



DONNA LAKE
EXECUTIVE ADMINISTRATIVE ASSISTANT,
NORTHROP GRUMMAN CORPORATION

As Executive Administrative Assistant at Northrop Grumman Corporation, Donna Lake has exemplified excellence throughout her 43 years with the company. Need a contractor? Donna will handle it. Need hundreds of seats for interns? Donna will handle it. Need to move an entire department? Donna will handle it.

Donna makes navigating a large organization look easy with her vast knowledge and deep personal connections. She has mentored numerous Administrative Professionals throughout her career, and her willingness to assist in any way possible has earned her the respect and trust of the entire organization. Part of that is due to the way she seems to always have all the answers right at her fingertips. Beyond just providing the basic answers, Donna makes sure to include the link, file or screenshot of the source material to address any questions that may occur. The only thing that never comes into question? That Donna’s integrity, work ethic and loyalty make her second to none.

FINALISTS



Jeannie Adkins
University of Maryland, Baltimore



Patricia Cooks
DC Government, OCFO, Office of Management and Administration



Julie Godby
Northrop Grumman Corporation



Kathy Miles
Northrop Grumman Corporation



Debbie Schuman
Northrop Grumman Corporation



Lisa Springs
The Carlyle Group



Jacqueline White
Events DC



Renée Witcher
FINRA

Congratulations to our 2022 D.C. finalist!

We are honored to have you on our team.



Kim Rubin

Executive Assistant, Government Affairs
Washington, D.C.

SPIRIT AWARD



toyota.com

TOYOTA

Congratulations

TO UNIVERSITY OF MARYLAND, BALTIMORE'S
THE ADMIN AWARDS FINALISTS FOR 2022

Jeannie Adkins
Office Manager,
Office of Resource
Management,
School of Medicine

Alvette Chase
Office Manager,
Office of
Philanthropy

Latoya Ludd
Manager, Business
Operations,
Office of
Administration
and Finance

Saifa Poole
Assistant to the
Senior Vice
President, Office
of External
Relations

Stephanie White
Office Manager/
Affairs Analyst,
School of Nursing



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ADMINISTRATIVE EXCELLENCE
IN PUBLIC SERVICE AWARD

FINALISTS

WINNER



NANCY NAKHLEH
LEAD COORDINATOR, FINRA

Nancy Nakhleh is Lead Coordinator for the Office of Government Affairs at FINRA, where her commitment and work ethic are beyond compare, as is her generosity to her coworkers. In her role, Nancy has developed key technology and database systems to ensure compliance, and these systems have served as the basis for others developed within the organization. Nancy is known for her energetic disposition, including her willingness to take on additional tasks, such as consolidating and circulating notable industry events and speeches. Following the death of a beloved colleague and the subsequent departure of the department head, Nancy assumed new projects and increased her scope of responsibility on many others. Her selflessness extends beyond the workday — as her late colleague was battling cancer, she helped his family regularly on the weekends so that his wife could spend as much time with him as possible. Nancy’s caring nature and eagerness to roll up her sleeves have truly made FINRA a better organization.



Miya Boston
National Committee
for Quality
Assurance (NCQA)



Rosalyn Hall
The Church of the
Redeemed of
the Lord



Shadia Henson
Society for Public
Health Education



Kara Johnson
Alliance for Affordable
Internet / Web
Foundation



Saifa Poole
University of
Maryland, Baltimore



Raschel Davis
Alexandria Renew
Enterprises



Kimi Washington
Johns Hopkins
University and
Health System

THANK YOU

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GOVERNMENT OF THE
DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

JOIN OUR TEAM! VISIT CAREERS.DC.GOV

Destination
DC



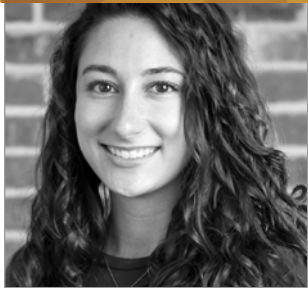
Jennifer Upshaw

Shelby Luzzi

Amazing
ADMINS

Congratulations to Jennifer and Shelby
on their outstanding administrative
work for Destination DC!

WINNER



SHELBY LUZZI

CONVENTION SALES COORDINATOR, DESTINATION DC

Shelby Luzzi is Convention Sales Coordinator with Destination DC, where she has enthusiastically picked up extra work and supported multiple managers, despite her relatively short tenure with the organization. She consistently brings an impressive level of creativity and sophistication to special projects and an attention to detail to her daily tasks. In addition to her numerous day-to-day responsibilities, Shelby translated her personal passion for sustainability into a company-wide focus on improving sustainability efforts. She initiated the Sustainability Taskforce and serves as the current chair, providing weekly updates during staff meetings and developing creative ideas to bring awareness to the topic. Shelby also organized a presentation from the Department of Energy and Environment to Destination DC’s senior staff, which led to discussions around sustainability planning for Destination DC, as well as the entire hospitality industry. Her sustainability efforts, coupled with the talent she brings to Destination DC’s daily operations, truly set Shelby apart from the rest..



Lizzie Drawl

Enviva Biomass



Lyn Looft

Luminis Health
Anne Arundel
Medical Center



Kristal
O'Connor

FINRA

GREATNESS RECOGNIZED

Congratulations to all the Washington DC 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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Congratulations to FINRA’s 2022 DC Admin Awards Finalists

We appreciate you! You make it happen for all your colleagues and outside business partners with your devotion, work ethic and dedication to the FINRA corporate values.

Tiffany Bolden

Above the Call Award

Justine Flint

Colleen Barrett Award for
Administrative Excellence

Melanie Ingram

Strategic Business Partnership Award

Nancy Nakhleh

Administrative Excellence in
Public Service Award

Kristal O’Connor

Rookie of the Year Award

Renee Witcher

Loyalty Award

FINRA.

2022 LOYALTY
AWARD FINALIST

events
DC

LOYALTY & DEDICATION

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DC’S VERY OWN ROCKSTAR
JACQUELINE WHITE!

Thank you for your 15 years of service.
Your dedication, hard work and kind spirit make
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STRATEGIC PARTNERSHIP AWARD

FINALISTS

WINNER

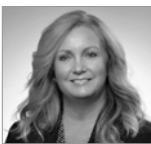


BRY'AN E. AZUEKWU
CHIEF OF STAFF, FTI CONSULTING

“Diplomatic.” “Strategic.” “A trusted advisor.” These are just a few of the terms used to describe Bry'an E. Azuekwu, Chief of Staff at FTI Consulting. An expert on administration and operations, Bry'an works alongside the Senior Managing Director and Head of Healthcare & Life Sciences to grow a \$19 million business, handling challenges ranging from billing to contracting to human resources. Bry'an has made himself indispensable by learning the business and building a vast internal network to ensure that he always knows who to call to get answers and how to make things happen. Whether it's advising on contracts to maximize revenues or tracking down purchase orders, Bry'an navigates internal and external challenges with skill and diplomacy. Most notably, Bry'an was pivotal in guiding the transition from in-office to remote work during the COVID-19 pandemic, and then in bringing the team back together as conditions improved. One of his greatest talents is intuitively understanding organizational needs — and offering innovative ideas to meet them.



Alvette Chase
University of Maryland,
Baltimore



Patricia Getzendanner
Northrop Grumman
Corporation



Melanie Ingram
FINRA



Betty Moore
Enviva Biomass



Stephanie White
University of Maryland,
Baltimore



Tippy Winslow
Hilton

GOOD AS GOLD
TEAM SPIRIT AWARD



WINNER: URBAN ONE, INC.



KIMPTON BANNEKER, WASHINGTON DC

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ORDINARY
AGENDA

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SPRIT AWARD

FINALISTS

WINNER



KIM RUBIN
EXECUTIVE ASSISTANT, TOYOTA MOTOR NORTH AMERICA

Kim Rubin is Executive Assistant at Toyota Motor North America, where she streamlines operations and boosts morale one conversation at a time. While her spirit is always incomparable, it was on full display during the COVID-19 pandemic, during which Kim sprang into action and facilitated numerous team-building activities once work shifted online – but she didn’t stop there. When a colleague who was the sole caregiver for their ailing mother feel ill, Kim jumped into action, ordering meals, sending cards and gifts in the mail and always checking in. “It was because of her unbelievable support and spirit of encouragement,” her colleague says, “that I could overcome this challenge in my life and recover in time to be there for my mom during her final year.” Kim’s fierce loyalty and heart of gold were instrumental in shepherding the team through one of the most difficult times in recent history, leading her colleagues to call her “extraordinary” and “indispensable.”



Linda "Lou Lou" Alwan
Luminis Health Anne Arundel Medical Center



Felicia Coulson
Altria Group, Inc.



Michele Doyle
Northrop Grumman Corporation



Kyesha Fitzgerald
Baltimore City Recreation and Parks



Michele Scarpa
Altria Group, Inc.



Betsy Thomassen
Promontory Financial Group, a unit of IBM Consulting



Jennifer Upshaw
Destination DC

GOOD AS GOLD

BEST DRESSED AWARD

WINNER: MICHELLE BAPTISTE

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NG7

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