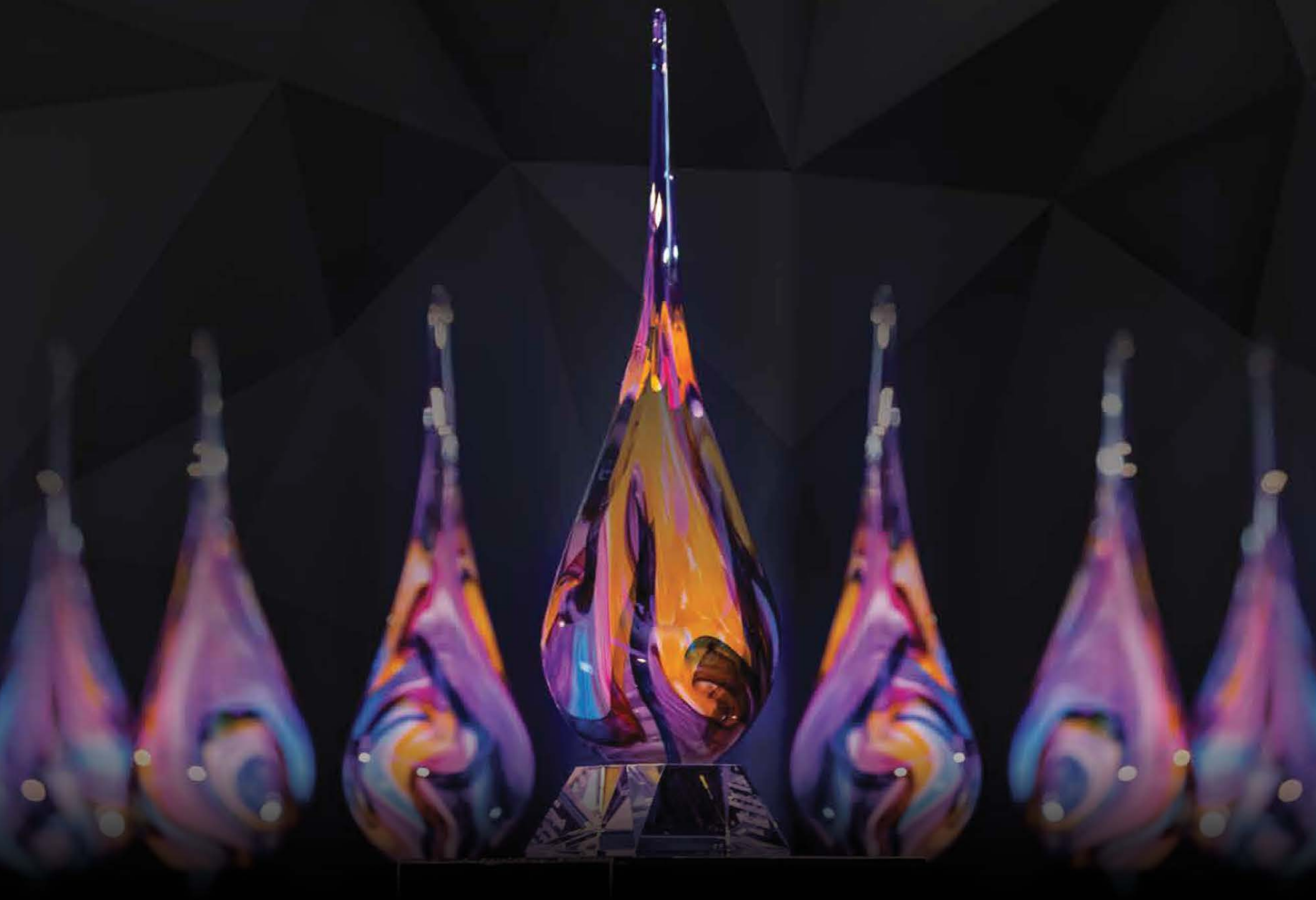


BOSTON | OCTOBER 14

ADMIN AWARDS[®]

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A LETTER FROM THE ADMIN AWARDS



The 2022 Boston Admin Awards Good as Gold Gala marks a milestone with so many reasons to celebrate. After 2 years of presenting our awards virtually, we were back in person, celebrating the amazing spirit, heart and expertise of the country's intrepid Administrative Professionals.

As I reflect on the evening and attending the 2022 Boston 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 Boston 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 Boston 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 Boston's Administrative Professionals!

Diane Ciaglia
Vice President, Strategic Partnerships

2022 JUDGES

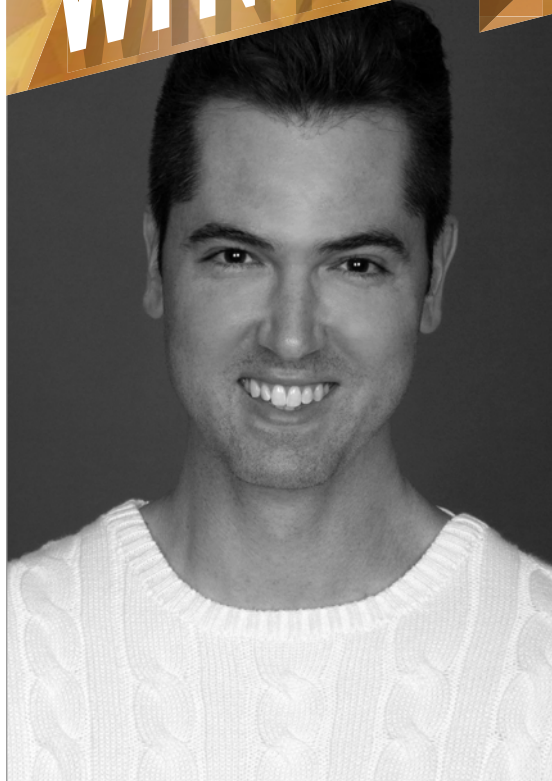
Jillian Hufnagel Slim.AI	Pam Gerber Fibroid Institute of Dallas	Kelly DeVincentis Obsidian Therapeutics	Ann Marie Carr BXP
Christina Holland	Subhash Vrghe	Renee Viens	Marcos Garcia BankW Staffing
Michelle Canney Your Essential Assistant	Olga Gersh Salesforce	Veronica French Sonata Therapeutics	Laura Feigel Gerald R Ford International Airport
Sherry Parsons Retired, Cisco	Kathy Cannon Juniper Networks	Lori Severo New Balance	
Wini Alexander My7Words	Angela Giannantonio Alexion	Eric Gorewitz Monument Staffing	

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COLLEEN BARRETT AWARD FOR ADMINISTRATIVE EXCELLENCE

WINNER



ERIC CHAPMAN EXECUTIVE ASSISTANT, PAN COMMUNICATIONS

Since the day he joined the PAN Communications team as Executive Assistant, Eric Chapman has been the ideal employee — one whose talent and heart courses through every responsibility he takes on. His drive to deliver excellence and quality is unmatched, particularly in the level of care and passion he shows to students in ensuring they are engaged and have the resources they need to be successful in their first job out of college. In his work with multiple departments throughout PAN, Eric's collaboration is front and center. He partners with everyone from finance to marketing, helping with invoices, design work, social media, setting up meetings and more. He treats everyone he meets with the highest respect and demonstrates that every person should feel heard and valued. He knows just how to handle any situation thrown at him, big or small — a characteristic that is vital for someone who handles an array of responsibilities from coordinating office renovations to complex monthly expense reports to onboarding, training and managing interns. Eric truly embodies the spirit of #onePAN.

FINALISTS



**Cheryl
Lane-Caron**
Veolia North
America



**Ryan Marie
Conway**
Boomi LP



**Jessica
Seabrook**
Anthos
Therapeutics



**Heather
Silva**
Amundi US

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.

LEADERSHIP AWARD

FINALISTS

WINNER



SHANNON FLAHERTY
EXECUTIVE ASSISTANT TO CEO/EXECUTIVE TEAM,
IRON MOUNTAIN

As Executive Assistant to CEO/Executive Team for Iron Mountain, Shannon Flaherty is the primary point of contact for the executives she supports, providing the highest service not only to her leaders but to every employee in the organization. In fact, she is known as the “employee liaison extraordinaire” – she is on the front lines every day to ensure excellent service. Shannon solves problems she has never encountered before seamlessly, tackling every challenge with a professional and friendly demeanor. On top of that, Shannon is the liaison for Iron Mountain’s 12-member board of directors, where she coordinates and collects all materials that are submitted to the board and engages with numerous executives across the company. Gathering the information often requires late hours and skillful ways to gently remind people of their deliverables and deadlines – and she is a master at getting it done. According to her coworkers, Shannon is a pro at making everyone’s life just a little bit easier.



Gundel Grother
Analog Devices



Kelsey Hyppolite
Analog Devices



Elyse Kelley
The Bulfinch Companies, Inc.



Kim Kiely
John Hancock



Madeline Valera
Simon-Kucher & Partners

ACHIEVER AWARD

FINALISTS

WINNER



ANN VERONELLI
EXECUTIVE ASSISTANT TO THE SVP,
ANALOG DEVICES

In her role as Executive Assistant to the SVP at Analog Devices, Ann Veronelli has made a significant difference within the entire organization. That impact has been felt since day one and has only grown since – making Ann a testament to Analog founder Ray Stata’s advice to “hire great people and stay out of the way.” Her excellence is evident in the way she consistently goes above and beyond to support the Analog team, using creative strategies and constructive approaches to offer suggestions for improvement. For example, she planned for specific calendar structure that captures all external events related to advanced research spanning reviews, webinars and special lectures. Ann is a perfect example of what every Admin should strive to be – she handles every request and responsibility in a polished and professional manner and operates in a way that ensures every team member knows that their voice has been heard, their request addressed, and their concerns or challenges brought to light.



Dana (Munzner) Sharples
Analog Devices



Michael J. O'Brien
Boston Properties



Rachel McEvoy
Energetiq Technology, Inc.

CONGRATULATIONS,

Shannon Flaherty on winning the Leadership Award and to Stephanie Carrigg, our Finalist for the Spirit Award, and thank you to all of our administrators at Iron Mountain for their commitment and excellence as we Climb Higher together.

IRON MOUNTAIN®

Stephanie Carrigg
FINALIST SPIRIT AWARD

Shannon Flaherty
LEADERSHIP AWARD

GREATNESS RECOGNIZED

Congratulations to all the Boston Admin Awards Nominees!

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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ABOVE THE CALL AWARD

FINALISTS

WINNER



ALEXANDRA TAYLOR
MANAGER, EXECUTIVE OPERATIONS,
EPIZYME

Alexandra Taylor is Manager, Executive Operations – Commercial at Epizyme, where she has a reputation for solidly staying 10 steps ahead in everything she does. Her philosophy is “no job is too big or too small,” and she puts that mantra into action every day, whether that requires serving as a gatekeeper, diplomat, organizer, communicator or confidence keeper. She has the unique ability to efficiently multitask, collaborate and provide suggestions to mitigate potential workday roadblocks. For Alexandra, it’s not just about “doing the job” – it’s about how doing the job makes people feel. During times of stress, Alexandra maintains a focus on the positive by keeping the culture of the company – resilience, collaboration and communication – top of mind for the team through her words and actions. Likewise, she makes every customer interaction enjoyable and productive by ensuring all stakeholders have the information and resources necessary to succeed. It’s no wonder her colleagues call Alexandra “the best of the best.”



Lilia "Lil" Maselli
Analog Devices



Christina Flessas
Robert Half



Gabrielle Waxenberg
IntelyCare

LOYALTY AWARD

FINALISTS

WINNER



SUSAN FLAHERTY
SENIOR EXECUTIVE ASSISTANT,
FIDELITY INVESTMENTS

Susan Flaherty is Senior Executive Assistant at Fidelity Investments, but perhaps a better title is “bridge builder” – Susan is a true team player who consistently offers her assistance and expertise to anyone who needs it. Her background in event planning gives her unique insight when it comes to planning and coordinating large meetings, both internally and with external clients. Susan flawlessly manages each detail to make sure that everything runs smoothly and is an exceptional communicator who ensures that all parties are on the same page. Throughout her 20-plus years at Fidelity, Susan has shown not only a willingness but a desire to take on more responsibility, volunteering for projects above and beyond her day-to-day administrative tasks. More importantly, she never settles for the status quo – if Susan thinks there’s a better way, she always speaks up to advocate for change. She is someone her team can undoubtedly count on, whether to complete a small task or to undertake a larger project.



Cathy Dennis
Veolia North America



Laura Jolin
Analog Devices



Lisa Nolan
Baystate Health



Dayna Zola
DZ Events



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ADMINISTRATIVE EXCELLENCE
IN PUBLIC SERVICE AWARD

FINALISTS

WINNER



MEYLIA KURNIANTO
EXECUTIVE ASSISTANT TO THE PROVOST,
UNIVERSITY OF MASSACHUSETTS LOWELL

Meylia Kurnianto is Executive Assistant to the Provost at University of Massachusetts Lowell, where she performs her role at an exemplary level and demonstrates extraordinary commitment to the university. Meylia is highly organized and focused on continuously learning and developing best practices to manage all activities effectively. For instance, she took the initiative to develop a streamlined process for how academic deans handle faculty members' requests for sabbatical, replacing cumbersome paper requests with a more efficient digital solution. Additionally, Meylia develops and fosters relationships with faculty, staff, students and guests on campus, serving as a wonderful ambassador for the institution. She actively participates in meetings and events, and her attention to detail ensures the provost is prepared for every occasion, whether it's commencement or the promotion and tenure process for faculty. Meylia approaches all of her duties and interactions with grace and a can-do attitude, making her a critical member of the UMass Lowell team.



Raeline O'Neil
Pease
Development
Authority



Karla Valentin
Vertex
Pharmaceuticals

GOOD AS GOLD
TEAM SPIRIT AWARD



WINNER: ENERGETIQ TECHNOLOGY, INC.

GOOD AS GOLD
BEST DRESSED AWARD



WINNER: MEYLIA KURNIANTO,
UNIVERSITY OF MASSACHUSETTS LOWELL

STRATEGIC PARTNERSHIP AWARD

FINALISTS



GAIA LIOTTA
EXECUTIVE ASSISTANT,
MORI

Gaia Liotta is Executive Assistant at Cambridge Crops, and during her time with the company, she and her executive have developed a symbiotic relationship. From day one, she worked with her leader to develop guidelines for how to operate, building a system that at its core is about time savings and capacity expansion. Through the creation of an interactive weekly memo system used to track essential details about meetings and deliverables, as well as a time-tracking system that uses systemized calendar color coding, Gaia has ensured her executive has adequate time to deliver on the needs of the business. She is extraordinarily dutiful and committed, has an unparalleled work ethic, and is a strong fit both culturally and to the specific responsibilities of her role. Gaia has a strong desire to contribute wherever possible and is always willing to take on new responsibilities. One of her key mandates is to make her executive healthier and more productive – a goal that she has unequivocally achieved.



Susan Frodigh
Organogenesis
Inc.



Abigail O'Neill
Takeda
Pharmaceuticals

SPIRIT AWARD

FINALISTS



LAURIE AINSWORTH
EXECUTIVE ASSISTANT TO THE CEO,
MERCHANTS FLEET

Laurie Ainsworth is Executive Assistant to the CEO at Merchants Fleet, where her bright and friendly nature, stellar work ethic, high integrity and administrative expertise have made her a star. Her round-the-clock support and dedication have been crucial to the company's success, which was especially apparent during the onset of the pandemic. Laurie quickly adopted the new "Zoom culture"

and worked to keep her executive seamlessly connected to his team. When speaking engagements, trade shows and even company holiday celebrations all became virtual, Laurie was on the frontlines making sure he had everything necessary to stay in touch with all company stakeholders. While the office was largely empty during the COVID shutdowns, Laurie continued to stay onsite to oversee document preparation, coordinate communications, run meetings and manage schedules. Her optimistic attitude and genuine care for the people she works with are evident in the amount of respect and adoration her name garners among the employees at Merchants Fleet.



Carolyn Aldridge
Epizyme



Jennifer
Batchelder
Applause



Stephanie
Carrigg
Iron Mountain



Amanda Donahue
The Life is Good
Company



Lise Therrien
Merchants Fleet



BXP is proud to sponsor the

2022 Greater Boston Admin Awards

Congratulations to all of the

2022 ADMIN AWARD NOMINEES!

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Congratulations to our 2022 Nominees

Anne Deem ▶ Kelsey Hyppolite ▶ Laura Jolin ▶ Richard Lay ▶ Lil Maselli

Gundel Grother ▶ Dana Munzner ▶ Lynn O'Neil ▶ Ann Veronelli ▶ Michelle Walsh



**ANALOG
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WINNER



KATELYN MILLER
SENIOR ADMINISTRATIVE ASSISTANT,
VEOLIA NORTH AMERICA

As Senior Administrative Assistant with Veolia North America, Katelyn Miller has become an instant family member of the Veolia C-suite group supporting the ESS team. In only weeks with the company, she managed the ESS divisional General Managers meeting offsite in Plymouth, where she not only took care of the meeting logistics but was an active participant and developed key relationships with team members. She quickly grasped the company’s Google platform and accounting systems and has become an ambassador to train other assistants on the systems. Katelyn is forward thinking, positive and always offers engaging new ideas – her work is timely and accurate, and she is consistently one step ahead. She unfailingly rolls up her sleeves and offers to help, graciously taking on duties with other C-suite, Technical and Performance Executives and their teams. It’s little surprise that her colleagues at Veolia call themselves lucky to have her as their Admin.



Shanna Brandt
Guardsquare



Richard Lay
Analog Devices



Rachael Mumgaard
Takeda
Pharmaceuticals

Thank You to Our Janitronics Admins
and Congratulations to All
2022 Nominees and Winners!

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IS THE APPRECIATION OF IT.”

– William Thackeray

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