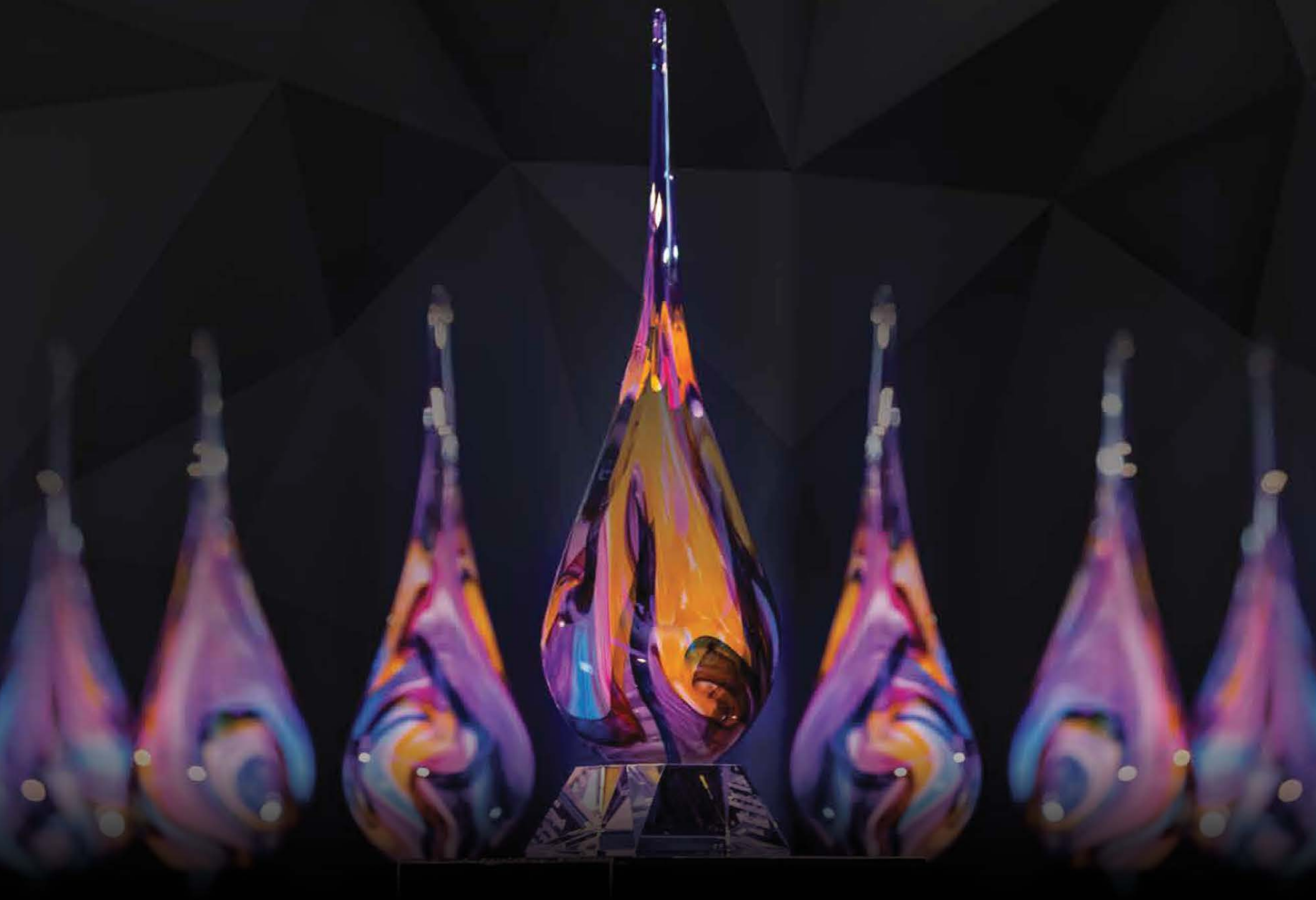


DALLAS FORT WORTH | NOVEMBER 11

ADMIN AWARDS[®]

THE ADMINISTRATIVE PROFESSION'S
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A LETTER FROM THE ADMIN AWARDS



The 2022 Dallas-Fort Worth (DFW) Admin Awards Good as Gold Gala marks a milestone with so many reasons to celebrate. This evening is a return to our in-person format after two long, but tremendously gratifying years of being virtual. 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 my first DFW 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 DFW 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 could 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 DFW 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 DFW’s Administrative Professionals!

Ellynn Adoue
Vice President, Strategic Partnerships

2022 JUDGES

| | | | |
|--|--|--|---|
| Amy Fountain AdCellerant | Dawn Crowell Toyota Motor North America | Sheri Crosby Wheeler Fossil Group | Faye Selu Toyota Financial Services |
| Amy Rasor FW BBB | Kathy Adams WTW | Sherry Parsons Retired, Cisco | Jennifer Jones Toyota Motor North America |
| Beth Smith Southwest Airlines | Kathy Cannon Juniper Networks | Stacey Nickerson AT&T | Craig Grucza Toyota Motor North America |
| Monica VanSlate Southwest Airlines | Misty Moore Vizient Inc. | Terie Tri Pioneer Natural Resources | Heather Bishop Toyota Motor North America |
| Bry'an Azuekwu FTI Consulting | Pam Gerber The Fibroid Institute of Dallas | Tracey Doi Retired, Toyota | Alice Howard Toyota Motor North America |
| Christina Schagren Invited | Pepper Johnson Toyota Motor North America | Mark Templin Toyota Financial Services | Laura Feigel Gerald R Ford Int'l Airport |

2022 ADVISORY BOARD

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| Beverly Robinson The Potter's House of Dallas | Kanisha Jorden Capital One | Pamela Shamblin Ribbon Communications | |

JEANNETTE CASTELLANO
Lifetime Achievement
AWARD
RECIPIENT
**JUNE
WIDEMAN**



On November 11, 2022

June Wideman became the first recipient of the Jeannette Castellano Lifetime Achievement Award.

This Award was created in the name of the Admin Awards' Founder's Mother to honor those serving in the Administrative Profession with a minimum of 30 years of service and personify the highest levels of excellence, leadership, and commitment.

June began her Administrative career over 60 years ago as a typist in the secretarial pool for the Shell Oil Company in Midland, Texas. Over the course of several decades, at an institution that today is known as First Financial Bank, June served as an Executive Secretary to several Presidents and CEOs as well as the Chairman of the Board having an immeasurable and lasting effect on the organization that is still felt today.

After retiring the first time in 2002, First Financial Bank declared March 31st as June Wideman Day at the Bank. However, June's retirement was short lived. She was asked to return "temporarily" and continued working for another 17 years. June finally retired in January 2019 with 36 years of service and at the age of 81.

In recognition of June's service to First Financial Bank and her community, the City of Abilene, Texas designated June 3rd as June Wideman Day.

When asked why she worked so long and retired not once but twice, she replied, "Working in such a busy and successful environment has kept my mind young and my attitude upbeat. And, while every day may not be the best day of your life, it is a day of your life, so make the most of it."



**"June Wideman is
the personification of
the Admin Awards"**
Jeannette Castellano



COLLEEN BARRETT AWARD
FOR ADMINISTRATIVE EXCELLENCE

WINNER

AIDA RAMIREZ-BOYCE

SR. ADMINISTRATIVE ASSOCIATE, UT SOUTHWESTERN
MEDICAL CENTER AT DALLAS



In her role as Sr. Administrative Associate at UT Southwestern Medical Center at Dallas, Aida Ramirez-Boyce serves the largest and busiest psychiatric emergency department in the nation. During unpredictable COVID surges, she mobilized backups and ensured there was enough resting time for each provider between shifts. From providers to medical students to physician assistants, Aida truly cares about everyone with whom she works. She often reaches out to offer help, whether it's to assist an ill colleague or a young doctor who is having a baby. Aida ordered cookies for stressed-out providers during the COVID crisis, and consistently coordinates luncheons for bi-weekly case conferences. It's all because she understands that "only a happy family can provide high quality work." Her commitment as an administrative leader is unparalleled, and her level of personal connection has established her as the go-to person in the organization. UT Southwestern is able to bring stability to the community it serves because of Aida's friendly, caring and passionate approach to her incredibly important job.

FINALISTS



Aaron Harris
Salesforce



Beate Jamieson
GE Digital



Grethel Herron
Flowserve



Ramelle Timm
Toyota Motor
North America

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



HEATHER STEFFEN
EXECUTIVE ASSISTANT,
MCKESSON

Heather Steffen is Executive Assistant at McKesson, where she manages sensitive and complex calendars with 50-plus monthly events that require close coordination with other senior leaders, board members, executive support, customers and shareholders. She also manages urgent, confidential and complex tasks in a dynamic and changing environment where she must prioritize and manage her time well, all while exercising judgment and discretion. Heather is the epitome of a leader who consistently exceeds expectations in her role. Most recently, she was tasked to partner with a small committee to support the creation of an agenda and logistics for McKesson’s annual learning conference. What she helped to produce was above and beyond what was expected. Additionally, she always looks for ways to strategically partner with others outside of her department and has served as a mentor to numerous Admins. Heather’s persistence to deliver at the highest levels continues to add value to McKesson and challenges others to achieve similar results.



Michelle Anderson
Southwest Airlines



Shelia Eaglin
Link Logistics Real Estate



Cristy Garza
UT Southwestern Medical Center



Tammi Joseph
Altria Group Distribution Company



Kenneth Williams, Jr.
Earl Bynum Ministries, INC.

ACHIEVER AWARD

FINALISTS

WINNER



TRACY MEDEARIS
EXECUTIVE ASSISTANT,
AMD

As Senior Executive Assistant at Advanced Macro Devices, Tracy Medearis embodies what it means to go above and beyond to improve the work experiences of others. In addition to being an outstanding performer who supports two Senior Vice Presidents, Tracy has been heavily involved in leading projects across the company to improve culture, drive higher engagement, and provide training and advice to the global Administrative Assistant community across AMD. For example, Tracy showed tremendous initiative in designing, organizing and executing the initial AMD Administrative Assistant Training Curriculum. She set out on this mission by first engaging her counterparts in the Admin community to identify areas that would be priority training topics for them and then by tapping into external expertise in those areas to establish a thorough syllabus for the team. Tracy’s benchmark work as an Administrative Assistant has truly redefined the role at AMD thanks to her leadership, achievement and engagement with the company.



Amanda Darr
Toyota Motor North America



Laura Morgan
The Retail Connection



Amey Stark Foust
FTI Consulting



Robyn Thorn
Remington Hotels



Deborah Wall
UT Southwestern Medical Center



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KIMPTON
HOTELS & RESTAURANTS

KIMPTON BANNEKER, WASHINGTON DC

WINNER



SOLEDAD E. ALVAREZ
ADMINISTRATIVE ASSISTANT,
TOYOTA MOTOR NORTH AMERICA

Soledad E. Alvarez is Administrative Assistant to an Officer at Toyota Motor North America, where she has both a passion for her work and an unwavering commitment to the “Toyota Way.” Soledad regularly interfaces with people of varying levels of seniority within and outside of the company, ranging from interns to CEOs. She treats everyone with compassion and kindness that inspires, motivates and celebrates each individuals’ character and abilities. As the most senior of five Administrative Assistants who support a department of 180 team members, she is a natural leader and coordinator. The relationships she has built make her the default go-to for team members within and outside of her department. Soledad’s collaborative nature, dedication to her job, and her true passion for helping others has been on display during her 25 years with the company, leading to increased productivity, excellent customer service, and a strong corporate culture of respect for people, diversity and inclusion.



Julia Chromicz
Fossil Group



Judy Miyashita
Toyota Motor
North America



Jeanie Moore
Marsh McLennan
Agency LLC



Christie Morris
Robert Half



Arnecia Robinson
UT Southwestern
Medical Center



Celina Russell
Southwest Airlines



Jennifer Sanders
WTW



INTUIT

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Congratulations to Veronica Pouttu
on her Leadership Award
nomination
We’re all proud of you!



A Quality Choice We Can All Bank On

Congratulations to our 2022 Toyota “Start Your Impossible” Award Nominee Audrey Watkins! Thank you for your hard work and dedication. This honor is a reflection of her dedication to First Financial Bank.

Congratulations, Audrey!

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CONGRATUALIONS TASSY RODGERS
on being a 2022 Admin Awards nominee, the administrative
profession’s highest honor!

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The largest employer of people with disabilities
in the world, Goodwill believes that work has
the power to transform lives by building self-
confidence, independence, creativity, trust and
friendships. Everyone deserves this chance.



GOODWILL
North Central Texas

Connect with us! f t y i in
GoodwillNorthCentralTexas.org

WINNER



ALANNA DISQUE
EXECUTIVE ASSISTANT,
WEST MONROE

Alanna Disque is Executive Assistant at West Monroe, where her positive energy was apparent from her first interview. In the three years since, she has done a little bit of everything – typically due to her own initiative and willingness to raise her hand. Alanna has found ways to support key priorities, including increasing the company’s presence and performance, building relationships with current and target clients, and operating in alignment with West Monroe’s values and overall direction. In fact, it is Alanna’s enthusiasm for embracing the company’s people-first values that makes her an exemplar in her role. She keeps meticulous track of birthdays, service anniversaries, awards and many other types of accomplishments – and she is often the first to acknowledge them with a personalized note or message. Alanna approaches everything and everyone with a “How can I help?” attitude, leading her coworkers to call her a “gem of a human who spreads joy to the entire firm.”



Megan Broyles
Southwest Airlines



Nikkie Fitzpatrick
Medical City
McKinney



Kris Gentry
VMLY&R



Evelyn Hall
Reata
Pharmaceuticals



Charity Murdoch
Southwest Airlines



Bonnie Peña
Dallas Mavericks



Teri Proctor
Wells Fargo



Enetra Ramirez
UT Southwestern
Medical Center



Sameera Swaggart
Yum! Brands, Inc.



Linda Tom-Quinn
Marsh McLennan
Agency LLC

GOOD AS GOLD

BEST OUTFIT PRIZE DRAWING

WINNER:

MISSY FENTON,
FIRST FINANCIAL TRUST

GOOD AS GOLD

TEAM SPIRIT PRIZE

WINNER:

TOYOTA MOTOR
NORTH AMERICA

GREATNESS RECOGNIZED

Congratulations to all the Dallas Fort Worth 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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Talent Solutions

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ADMINISTRATIVE EXCELLENCE
IN PUBLIC SERVICE AWARD

FINALISTS

WINNER



KELLY MALTESE
EXECUTIVE ASSISTANT,
COMMUNITIES FOUNDATION OF TEXAS

Kelly Maltese is Executive Assistant at Communities Foundation of Texas, where she is described as an “absolute superstar.” Kelly serves as the leader of CFT’s Admin team, ensuring that her peers across the foundation have the training and support necessary to be successful. She is a master customer service representative, often acting as the front line for handling questions and inquiries from the various internal and external constituents that CFT serves, including CFT donors and fund holders, nonprofit partners, a 19-member board of trustees, community leaders, 145 staff members and the general public. No matter how busy Kelly is, she makes everyone feel like they are the most important person she will talk to that day. She has an unflappable can-do attitude, her work ethic is exceptional, and she intuitively has the skills and qualities that are nearly impossible to coach. Kelly is truly the glue that holds the foundation together and represents the highest level of the Admin profession.



Anna Miller-Goodman
Aaron Family
Jewish Community
of Dallas



Kimberly VanKirk
Theophilus
Enterprises, LLC



Shaquira Woods
Fertility Specialist
of Texas

STRATEGIC PARTNERSHIP AWARD

FINALISTS

WINNER



SAMANTHA CAMP
EXECUTIVE ASSISTANT,
TDINDUSTRIES, INC.

As Executive Assistant at TDIndustries, Samantha Camp has provided impressive leadership to the administrative team, immense value to the company and an unmatched service level to the leadership team. Her extraordinary administrative talents have led the leadership team rely on Samantha to drive a “continuous aggressive improvement” culture into its processes. Recently, she led the implementation of a new Enterprise Resource Planning (ERP) system, which involved significant coordination across all functional areas. That endeavor required long hours, as well as spearheading new initiatives she conceived, such as going on jobsite visits and ride-alongs with field partners to inquire about how she could help them gain proficiency with the new system. In addition, she serves as chairwoman of the TDServes Partner Committee, and many of the initiatives she started in Fort Worth have been adopted by other regions in the company. Samantha passionately lives out TDIndustries’ core values – all while making the four senior leaders she supports feel like her only internal client.



Lisa Allford
Toyota Financial
Services



Jo Ann Eckert
UT Southwestern
Medical Center



Nicole Hogan
TDIndustries, Inc.



Bridget Hlavenka
Southwest Airlines



THANK YOU

We want to send a huge thank you to the dynamic administrative staff of **The Potter’s House** and **T.D. Jakes Ministries**! You are the heartbeat of our organization. Your tireless efforts and administrative excellence do not go unnoticed. Thank you for all that you do every day!

**THEPOTTERSHOUSE.ORG**

ABOVE THE CALL AWARD

FINALISTS

WINNER



DANA SMITH
SENIOR EXECUTIVE ASSISTANT,
SOUTHWEST AIRLINES

Dana Smith is Senior Executive Assistant at Southwest Airlines, where she exemplifies the vision of the Customer Support and Services department, ensuring she meets everyone where they are. She is known as the light that keeps the office shining, providing an environment that is warm and welcoming. Dana is the senior EA to James Ashworth, who is visually impaired. Dana works to ensure that James can manage his day without interruption and stays on top of the minor details so that James can carry out his duties flawlessly. Whether the task is small, such as relaying information about the location of the next meeting, traveling with James to provide assistance when needed or making sure that his needs are met, Dana doesn't miss a beat. There are very few situations that Dana is not able to find a solution for, which is evidence of how she absolutely shines in her role – and never fails to make the impossible happen.



Gina Aplin
Toyota Motor
North America



Jordan Baird
Southwest Airlines



Karen Collins
FTI Consulting



Devon Fuqua
SEDALCO



Tracey Hunter
EmployBridge



**Augustine
Jefferson**
UT Southwestern
Medical Center



**Beverly Johnson
Foster**
UT Southwestern
Medical Center



Donna Willard
Southwest Airlines



Nicole Hogan

CONGRATULATIONS
to our Admin Awards Nominees!
Thank you for your Servant Leadership!



Samantha Camp

Congratulations to our 2022 Admin Awards Nominees!

We are honored to have you on our team.



Lisa Allford
The Strategic Business
Partner Award



Rosie Cardenas
The Above the Call Award



Kristine Jones
The Leadership Award



Akane Nelson
The Rookie of the Year
Award



Risa Toyama
The Rookie of the Year
Award



Soledad Alvarez
The Loyalty Award



Amanda Darr
The Achiever Award



Jacqueline Maurad
The Achiever Award



Eri Otani
The Above the Call Award



Cathy Wyatt
The Spirit Award



Gina Aplin
The Administrative Excellence in
Public Service Award & The
Above the Call Award



Christina Grant
The Above the Call Award



Judy Miyashita
The Loyalty Award



Ramelle Timm
The Colleen Barrett Award
for Administrative Excellence



Michele Bach
The Leadership Award



Christie Jones
The Above the Call Award



Colleen Monaco
The Rookie of the Year Award



TOYOTA

ROOKIE OF THE YEAR AWARD

FINALISTS



TAYLOR PAVEY
EXECUTIVE ASSISTANT,
MARSH MCLENNAN AGENCY LLC

Taylor Pavey is Executive Assistant at Marsh McLennan Agency and has proven herself a driven and determined colleague from day one. She learned the company’s systems and processes quickly and was a great fit for the Marsh McLennan culture – in fact, everyone immediately loved her. It wasn't long before Taylor started raising her hand to take on more responsibilities, and she now supports several VP-level executives and has coordinated countless strategy and operational meetings, travel plans and more, all with a phenomenal attitude and smile. She asks questions and is always eager to accept new tasks, even sending out monthly all-colleague recap emails to keep everyone on the same page. She is a team player who adds value to every project she works on and has a bright personality that makes her a joy to work with. Taylor’s outstanding performance in such a short amount of time has truly set her apart as a next-level Admin.



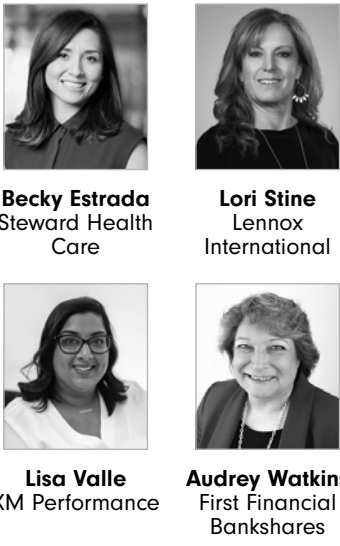
TOYOTA START YOUR IMPOSSIBLE AWARD

FINALISTS



TASSY RODGERS
HR ADMIN RECEPTIONIST,
GOODWILL NORTH CENTRAL TEXAS

Tassy Rodgers is HR Admin Receptionist at Goodwill North Central Texas but a more appropriate title might be “Superwoman.” Despite facing immense adversity, including incarceration and substance abuse, Tassy has completely turned her life around starting with her entrance into Goodwill’s Transitional Employment Program that led to full-time work with the organization. There, her tenacity and talents have been on full display, whether in dealing with the likes of an accidentally donated albino python or with the equally intimidating Microsoft Office Suite. Tassy naturally connects with everyone who comes through Goodwill’s doors, perceiving and filling their needs without anyone needing to ask her. No matter what task she is assigned, Tassy is always excited for a new opportunity to contribute. She is a lifelong learner who accepts no limits and is energized any time she pushes the boundaries to make things better. Tassy uplifts everyone around her because that belief in herself is something she also gifts to those she encounters.



UT Southwestern congratulates our nominees for the 2022 Admin Awards. Delivering the future of medicine takes a team committed to excellence. We couldn’t do it without you. **Thank you!**

- 8 Exceptional Finalists:**
- JoAnn Eckert – Strategic Partnership Award
 - Kiki Fuller – Rookie of the Year Award
 - Cristy Garza – Leadership Award
 - Augustine Jefferson – Above the Call Award
 - Beverly Johnson-Foster – Above the Call Award
 - Enetra Ramirez – Spirit Award
 - Arnecia Robinson – Loyalty Award
 - Deboraa Wall – Achiever Award
- 1 Remarkable Winner:**
- Aida Ramirez-Boyce – Colleen Barrett Award for Administrative Excellence



UT Southwestern
Medical Center



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Agency

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Dallas Admins!



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— William Thackeray

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