

SILICON VALLEY | MARCH 3

ADMIN AWARDS[®]

THE ADMINISTRATIVE PROFESSION'S
HIGHEST HONOR



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A LETTER FROM THE ADMIN AWARDS



The 2023 Silicon Valley Admin Awards celebrates the amazing spirt, heart and expertise of the country’s intrepid Administrative Professionals.

As I reflected on my six plus years with the Admin Awards, I felt compelled to identify the common denominator, the thread that runs through this honorable endeavor to celebrate this most important group of professionals. It’s generosity. The hundreds (thousands) of examples of this is what makes my job such a pleasure to do.

First, the generosity of the amazing Silicon Valley Advisory Board. These passionate Admins, who already shoulder the burden of their intense jobs, family obligations and life’s curveballs, selflessly spend many 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 we love them dearly.

Secondly, 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 attend the Gala. Their generosity in contribution of time and resources ensure that their Nominees, Finalists and Admins feel their support and admiration.

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

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 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, who are much more focused on having their peers recognized than they are on themselves. It has always amazed us that Admins are as enthusiastic to see one of their peers in the spotlight as they are if the light is being shined on them. This attribute of generosity is no more pronounced than with Administrative Professionals and it inspires and motivates us every day!

From the entire Admin Awards organization, congratulations to this year’s Nominees, Finalists and Award Winners, you deserve your time in the limelight! And thank you to everyone who made this evening possible – the Silicon Valley 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 Silicon Valley’s Administrative Professionals!

Eric Trautmann
Senior Vice President, Strategic Partnerships

2023 JUDGES

Suzanne Ferris Stanford	Sherry Parsons Retired, Cisco	Dennis Young Retired Sales & Marketing Executive
Anuj Sehgal Bay One	Jill Stanghellini Free Wire Technology	Alanna Disque West Monroe
Pam Gerber The Fibroid Institute of Dallas	Janet Roberson Retired, Juniper	Amber Rice Brian Martin

2023 ADVISORY BOARD

Lisa Milanes Nutanix	Herendira Heredia Applied Materials	Kathy Cannon Juniper Networks	Maggie Anderson Abbott
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COLLEEN BARRETT AWARD
FOR ADMINISTRATIVE EXCELLENCE

RIKA TANAKA

EXECUTIVE ADMINISTRATIVE ASSISTANT,
APPLIED MATERIALS



Rika Tanaka is Executive Administrative Assistant at Applied Materials, and in her nearly three decades at the company, she has built a reputation as a consummate learner. She is a member and leader in the company's Quality in Administration (QIA) organization, continually partners with functional teams to keep apprised of the latest and greatest methods in technologies, methodologies and practices, and consistently exceeds the annual training requirements by identifying ways to bolster critical skills such as communication, problem-solving, project management and leadership. But Rika's not just an incredible student – every day, she teaches others what it means to live the company's core values. She is a committed, proactive and responsive partner to her leader's needs; collaborates closely with other Executive Assistants across business groups to gain alignment and train and share best practices to enable flawless execution; and goes above and beyond without complaint or hesitation when challenging situations arise. Whether internally or externally, Rika always leaves people feeling good about their interaction with her and Applied Materials in general.

FINALISTS



Pat Burleigh
Cadence Design
Systems



Juliette Gomez
Juniper Networks



Heather Hill
Aria



Carmelo Neal
Faller
Intel

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.

JEANNETTE CASTELLANO *Lifetime Achievement* AWARD

RECIPIENT

JOAN BURGE



ON MARCH 3, 2023

Joan Burge received the Jeannette Castellano Lifetime Achievement Award.

Joan's administrative professional career began in 1971, and over two decades, Joan was an Assistant at 12 different companies across five states. It was in the late 80s that Joan was searching for a training resource that would help her refine her skills as an Administrative Professional, but with no success. In 1990, Joan started Office Dynamics to provide in-depth on-site training to secretaries, administrative assistants, executive assistants, and administrative support staff. It was the first company of its kind, dedicated to training Administrative Professionals.

And wow, has she been busy since. To date, Joan has:

- Authored 8 Books
- Produced 350 Educational Videos
- Created 3 Professional Designation Courses
- Coached over 300 + EA teams
- Has written over 500 Articles
- Hosted 100+ webinars
- Held over 30 annual conferences
- Has designed Over 250 Stand Alone courses
- And has been hired by over 100 Fortune 500 Companies

For these reasons and so many more, please join us in celebrating Silicon Valley's 2023 Jeannette Castellano Lifetime Achievement Award Recipient, Joan Burge!



ADMIN AWARDS[®] SILICON VALLEY

Applied Materials Congratulates our 2023 Admin Awards Nominees



Joy Admana
The Spirit Award



Karlee Cazares
The Achiever Award



Angellee Choi
The Above the Call Award



Aloha DeGuzman
The Achiever Award



Patti Frazer
The Above the Call Award



Rachael Gifford
The Spirit Award



Jennylyn Jaro
The Spirit Award



Susan McCauley-Kelly
The Achiever Award



Tracey Medlin
The Spirit Award



Catherine Murphy
The Above the Call Award



Maritess Nguyen
The Strategic Partnership Award



Beth Paras
The Above the Call Award



Ruth Perez (Castro)
The Above the Call Award



Amy Qura
The Loyalty Award



Kathleen Romero
The Spirit Award



Nuria Root
The Spirit Award



Betzi Ruiz
The Loyalty Award



Kay Shears
The Above the Call Award



Alison Sowell
The Above the Call Award



Jessica Tack
The Achiever Award



Sonja Taddie
The Spirit Award



Rika Tanaka
The Colleen Barrett Award for
Administrative Excellence



GOOD AS GOLD

BEST OUTFIT PRIZE DRAWING



WINNER: SHERRY BUIE

SPONSORED BY: GlobalLogic®
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GOOD AS GOLD

TEAM SPIRIT PRIZE



WINNER:

APPLIED MATERIALS

CONGRATULATIONS!

NUTANIX

Recipient of the

FOUNDER'S AWARD

for Creating an Exceptional Work Environment
for Administrative Professionals

- | | |
|--|---|
| <input checked="" type="checkbox"/> Career Advancement | <input checked="" type="checkbox"/> Recognition |
| <input checked="" type="checkbox"/> Career Pathing | <input checked="" type="checkbox"/> Executive Sponsor |
| <input checked="" type="checkbox"/> Positive Leadership Environment | <input checked="" type="checkbox"/> Internal Admin Organization |
| <input checked="" type="checkbox"/> Ownership & Leadership of Important Projects | <input checked="" type="checkbox"/> Professional Development |

LEADERSHIP AWARD

FINALISTS

WINNER



ELISABETH HAMON
EXECUTIVE ASSISTANT,
LOGITECH

In her role as Executive Assistant at Logitech, Elisabeth Hamon brings passion, integrity, hard work and valuable insights to everything she does. In her 16 years assisting vice presidents, executive vice presidents in the Enterprise Software industry, and now the chief executive officer and board of directors for Logitech, Elisabeth’s creative mind, positive spirit and maturity have allowed her to

embrace challenges and transform them into opportunities to go above and beyond for her teams. As an example, she built a career development program for women to improve gender diversity and increase confidence, visibility and leadership skills. Elisabeth never tires of adding to her day-to-day responsibilities, volunteering for special assignments whenever they arise. For instance, she conceived, designed and facilitated workshops to expand enterprise software developers’ understanding of end-user needs and abilities on the topics of design thinking, gamification and desirability. Elisabeth truly understands the value Admins bring to a company and has made it her mission to unlock the power of the profession.



Jacqueline Dupont
Analog Devices



Ruby Lopez
Western Digital



Stacy Opitz
Granite Construction



Alison Sowell
Applied Materials



Giuliana Tomatis
Workday



Jessica Velasco
Intuit

ACHIEVER AWARD

FINALISTS

WINNER



JODIE LEEMANN
BUSINESS MANAGER,
GRANITE CONSTRUCTION

As Business Manager at Granite Construction, Jodie Leemann manages 13 administrators as her direct reports and despite the superstitious number, the group counts themselves as nothing but lucky to have Jodie as their superhero supervisor. To say she’s one-of-a-kind is literally true – the Business Manager position was created for Jodie to recognize her unique contributions to

Granite. Jodie excels at everything, from approval reviews of all construction subcontracts and billings to journal entry and credit card expense reviews to salaried time coding, cash sheet processing and fuel audits. Even with all of her assigned responsibilities, she never turns down a request for help and is a stranger to the phrase “that’s not in my job description.” Jodie is a no-nonsense, practical problem solver who has high expectations for her team and herself. She consistently models the company values and her nearly four decades of work ethic and dedication have helped make Granite what it is today.



Miranda Adams
Analog Devices, Inc.



Kristen Casey
Nutanix, Inc.



Caroline Chu
Synopsis



Aloha DeGuzman
Applied Materials



Janis Ng
Cadence Design Systems



Sonja Taddie
Applied Materials

Congratulations

to our Admin Award Nominees!

Christine Saldana

Pat Burleigh

Janis Ng

LOYALTY AWARD

FINALISTS



PAT BURLEIGH
SENIOR EXECUTIVE ADMINISTRATOR,
CADENCE DESIGN SYSTEMS

Pat Burleigh is Senior Executive Administrator at Cadence Design Systems, where she extends her talents to all areas of the organization. In addition to her many daily responsibilities, Pat earned a certification in 2022 as a Sustainability Champion for her commitment to helping Cadence be a socially responsible company, and she played a pivotal role in the company’s Latinx celebration, where she inspired employees with her personal story. She exudes confidence, establishes collaboration, acts with integrity, and is reliable, intelligent and empathetic. Pat is comfortable dealing with senior internal and external contacts, is highly professional in supporting her leaders, and is always available as needed even outside of normal working hours. In addition to working tirelessly to build a great administrative team, Pat also advocates for the larger team, including peers, salespeople and technical engineers. She holds herself and others to the highest standards and is a true ambassador for the importance of human connection and collaboration.



Barbara Faxon
"Above the Call" Award Nominee

LATTICE
SEMICONDUCTOR

THANK YOU, BARBARA!

For going above and beyond in all you do!

Love, Team Lattice

Lam
RESEARCH

Lam Research congratulates
Alma Castillo, Brenda O’Neal, Mimi Salomon,
and Bronya Simms-Martin on becoming
2023 Admin Award nominees!

Let’s *prove it.*™

We recognize our admin community and their contributions to our success.

NUTANIX

Congratulations

2023 Silicon Valley Admin Awards Nominees

Thank you for your endless
commitment to excellence.

Julie Dang
Above the Call Award

Kristen Casey
Achiever Award

Deanna Tran
Spirit Award

Christine Page
Above the Call Award

Nutanix, Inc.
Founders Award Nominee

Donna Capriotti
Leadership & Strategic Partnership Awards

Engineering/Marketing Admin Team
Team Achiever Award

SPRIT AWARD

FINALISTS

WINNER



NURIA ROOT
EXECUTIVE ASSISTANT,
APPLIED MATERIALS

As an Administrative Assistant at Applied Materials, Nuria Root epitomizes energy, demonstrating a perseverance, ownership and can-do attitude that inspires all those who interact with her. In addition to expertly planning and executing service and birthday recognitions, Nuria volunteers every year to be team captain for the company’s annual charity contribution event, arranging a series of daily activities over four weeks to bring awareness to the local food bank and the needs of the community and to coordinate the collection of contributions. In fact, there’s nothing that seems to be outside the scope of her desk. Nuria is a team player who conveys approachability and friendliness and always keeps employees engaged and morale high. As a supporter of the Veterans Employee Resource Group, she helps prior military employees transition into the Applied Materials environment while also assisting local veteran support groups in the community. It’s no wonder her team says it would be impossible to ask for a better Admin.



Maria Corral
Granite
Construction



Jessica DeSantiago
Western Digital



Erosalyn Deveza
Western Digital



Jennylyn Jaro
Applied Materials



Sarah Kaiser
Juniper Networks



Deanna Tran
Nutanix, Inc.



Brandy Vargas
Juniper Networks

Because of YOU, Intuit is better.
Congratulations to our 2 amazing nominees!



Kelli Dunn
Spirit Award



Jessica Velasco
Leadership Award

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GREATNESS RECOGNIZED

Congratulations to all the Silicon Valley Admin Awards Nominees!

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TEAM ACHIEVER AWARD

FINALISTS

WINNERS



VTA ENGINEERING & PROGRAM
DELIVERY DIVISION
ADMIN LEADERSHIP TEAM

The dynamic duo of Debrah Magqoka, Executive Assistant, and Rebecca De Leon, Senior Management Analyst, have become known as VTA’s “unofficial CEOs,” largely due to their flawless handling of details both big and small. When VTA declared a state of emergency due to the pandemic in March 2020, most employees shifted to the work-from-home environment, leading Debrah and Rebecca to develop an administrative support framework that is the envy of any organization. They created portals for capital projects that allow for online collaboration, as well as an internal site on Sharepoint to share division-focused updates ranging from technical information to fun photos and other morale boosters. When VTA was hit with a cyberattack and a mass shooting emergency, many of the protocols that Debrah and Rebecca helped to implement during COVID-19 were invaluable in mitigating the impact of those events on the division’s daily operations. While the adage that everyone is replaceable may be true, Debrah and Rebecca are the closest possible example of what it means to be irreplaceable.



Estelita Banzon
Nutanix
Engineering/
Marketing Team



Julie Dang
Nutanix
Engineering/
Marketing Team



Sara Hilton
Nutanix
Engineering/
Marketing Team



Ariana Morante
Cvitanic
Nutanix
Engineering/
Marketing Team

STRATEGIC PARTNERSHIP AWARD

FINALISTS

WINNER



DONNA CAPRIOTTI
SENIOR EXECUTIVE ASSISTANT,
NUTANIX, INC.

Donna Capriotti is Senior Executive Assistant, Operations, at Nutanix, although a more appropriate title might be Wonder Woman. She is a true partner to the executives that she supports, not only ensuring that schedules and priorities are set, but also providing expertise on large projects and initiatives and proactively taking on special projects. Donna also serves as a sounding board to her leaders as they

weigh choices and actions. Though she already has too many strengths to enumerate, Donna constantly looks for ways to improve her own performance and output, and regularly provides improved versions of the processes and tasks that she manages. The most amazing part is that she makes it all look so easy – the sense of confidence that the Nutanix team feels knowing that Donna has all the bases covered is immeasurable. Through a combination of passion, innovation and openness to new ideas, Donna truly allows all those who work with her to thrive.



Kathye Mendez
Intel



Brenda O'Neal
Lam Research
Corporation



Fabiana
Rebordao
SugarCRM



Bronya Simms-
Martin
Lam Research
Corporation



Keliann Spjut
Western Digital

Granite Construction

Congratulates

ALL THE NOMINEES OF THE

SILICON VALLEY

ADMIN AWARDS

Incorporated since 1922, Granite (NYSE:GVA) is one of the largest diversified construction and construction materials companies in the United States, as well as a full-suite construction provider.

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GRANITE®

We are proud to recognize these outstanding individuals!

Dianne Carlisle, Estimating Assistant

ABOVE THE CALL

Susan Corkill, Estimating Assistant

LOYALTY

Maria Corral, Subcontracts Administrator

SPIRIT

Jodie Leemann, Business Manager

ACHIEVER

Stacy Opitz, Office Manager

LEADERSHIP

WINNER



ARACELI LEON
EXECUTIVE ADMINISTRATIVE ASSISTANT,
WESTERN DIGITAL

Araceli Leon is Executive Administrative Assistant at Western Digital Corporation, where she has perfected the recipe for bringing people together – and not just with her amazing salsa! Whether she’s arranging a Lunar New Year function in Silicon Valley, taking care of an executive off-site in Phoenix, arranging an employee meeting in Japan or a charitable event in India, you always know it’s an Araceli-coordinated event due to its style and elegance. At any given moment, she helps respond to and coordinate with the White House, governors, ministers from different countries, CEOs of Fortune 500 companies, and dignitaries and luminaries – and she does it all with poise, courtesy, respect and decisiveness. Araceli’s ability to champion and connect to the diversity that is so vital to Western Digital’s company culture is one of the many reasons she is a pleasure to work with, and she is universally respected and admired for her dedication and service to the organization.



Dianne Carlisle
Granite Construction



Barbara Faxon
Lattice Semiconductor



Rebecca Marty
Patient Square Capital



Nikki McCarthy
AlfaTech



Christine Page
Nutanix, Inc.



Beth Paras
Applied Materials



Ruth Perez (Castro)
Applied Materials



Christine Saldana
Cadence Design Systems



Nohemi (Mimi) Salomon
Lam Research Corporation




Brenda Van Meter
East Valley Water District

Congratulations to our nominees!



Juliette Gomez, Sarah Kaiser, Brandy Vargas, Angela Walker

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– William Thackeray

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