

PHILADELPHIA | JUNE 2 | 2023

# ADMIN AWARDS<sup>®</sup>

THE ADMINISTRATIVE PROFESSION'S  
HIGHEST HONOR



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# A LETTER FROM THE ADMIN AWARDS



The 2023 Philadelphia Admin Awards celebrates the amazing spirit, heart, and expertise of the area’s intrepid Administrative Professionals.

As I reflect on the evening, 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 is generosity. The hundreds (thousands) of examples of this are what makes my job such a pleasure.

The generosity of the amazing Philadelphia Advisory Board. These passionate Admins, who already shoulder the burden of their intense jobs, family obligations and life’s curveballs, selflessly spend many hours of their own time advancing our mission to ensure that every Admin doing excellent work can be recognized through the Admin Awards program. They are our VIP’s, and we love them dearly.

The generosity of extremely busy Executives and teams positively impacted by their Admins’ magnificent 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 ensures 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 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 Philadelphia Advisory Board, the Board of Judges, busy Executives and their teams and our wonderful Sponsors. We are forever grateful for the copious amounts of generosity that bring us together and enable us to honor and celebrate Philadelphia’s Administrative Professionals.

**Randy Kazmierski**  
Chief Revenue Officer

## 2023 JUDGES

<b>Pam Gerber</b> The Fibroid Institute of Dallas	<b>Vicky DePiore</b> Carlisle Brake & Friction	<b>Dena Bonfonti</b> Genesis Global Group	<b>Kathy Cannon</b> Juniper Networks
<b>Sherry Parsons</b> Retired, Cisco	<b>Paula Williams</b> Lincoln Financial Group	<b>Andrea Mower</b> AO North America, Inc.	<b>Vanessa Sosa</b>
<b>Diana Hansen</b> Conant Leadership	<b>Steph Berry</b> Genesis Global Group	<b>Manan Shah</b> G&L Healthcare	<b>Judy Champion</b>
			<b>Brenda Carpenter</b>
			<b>June Wideman</b>

## 2023 ADVISORY BOARD

<b>Maryann Hennelly</b> The Malvern School	<b>Traci Eckard</b> Axalta	<b>Becky Walker</b> Robert Half	<b>Colleen Scott</b> Children's Hospital of Philadelphia
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## COLLEEN BARRETT AWARD FOR ADMINISTRATIVE EXCELLENCE

### KAREN LEWIS

EXECUTIVE ASSISTANT,  
CAMPBELL SOUP COMPANY

WINNER



For over three decades, Karen Lewis has been an exceptional employee and a true Campbell champion, serving as the Executive Assistant to the EVP & President of Meals & Beverages at Campbell Soup Company. Karen is a shining star at Campbell's and embodies the essence of excellence and proficiency in her role. Her knowledge of Campbell, its history, and its inner workings is unparalleled. She is a walking encyclopedia of information with her extensive understanding of the company. Karen exemplifies Campbell's Core Values daily and her service through the Campbell Soup Foundation, has positively impacted countless Camden's youth. Karen established Admin Network at Campbell and actively participates in local Admin organizations while mentoring area Administrators who seek her guidance and support. Driven by a healthy sense of competition, Karen always strives for excellence. Her determination and commitment to success are infectious, motivating those around her to reach their full potential.

#### FINALISTS



**Carol Braxton**  
Children's Hospital  
of Philadelphia



**Bernadette Foster**  
Southeastern  
Pennsylvania  
Transportation  
Authority

## 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.**

LOYALTY AWARD

FINALISTS



**REGINA BAILEY**  
EXECUTIVE ASSISTANT,  
SOUTHEASTERN PENNSYLVANIA TRANSPORTATION AUTHORITY

Regina Bailey is Executive Assistant at Southeastern Pennsylvania Transportation Authority (SEPTA), and during COVID-19, she proved her mettle as an indispensable ally to her executive and the agency as a whole. Regina entrenched herself at the forefront of the pandemic battle, working tirelessly to provide solutions and strategies to SEPTA employees and customers and unfailingly prioritize their wellbeing. Her ability to respond calmly and work quickly in the face of adversity proved to be an extraordinary asset as she helped guide the team through these immense challenges. Regina has also taken the lead in organizing events and collaborative opportunities for administrative assistants, and her efforts have resulted in increased collaboration and effective communication among the team. She is a skilled listener who ensures that everyone’s opinions and ideas are heard and works to foster a positive and inclusive environment built on respect. Regina’s natural leadership inspires others to work hard, think creatively and achieve their goals.



**Lynn Ahern**  
Essity



**Alkayla Boyer**  
Children's Hospital  
of Philadelphia



**Leo Hall**  
Children's Hospital  
of Philadelphia



**Shereece Singleton**  
University of  
Maryland,  
Baltimore

STRATEGIC PARTNERSHIP AWARD

FINALISTS



**CATHIE HOKE**  
EXECUTIVE ASSISTANT,  
CAPITAL BLUE CROSS

Cathie Hoke is the Executive Assistant to the Executive Vice President and Chief Operating Officer of Capital Blue Cross, where she epitomizes what it means to be a strategic partner – and demonstrates those qualities for others to aspire to. Through her mentorship and strategic thinking, Cathie helps the executive leadership team recognize the incredible value that Executive Assistants bring to the team, which has led them to provide their Administrative Assistants with more opportunities to grow and function as strategic business partners. No matter the task, she remains completely committed to being exceptional and represents Capital Blue Cross in the best possible way at all times – across the organization, Cathie is known for having "superpowers" when it comes to her work. Additionally, as a leader with International Association of Administrative Professionals, Cathie has been an integral part of establishing the strategic direction of the organization and educating leaders on the best path forward. She is absolutely the definition of “strategic.”



**Jackie Brautigam**  
Link Logistics



**Tori Manko**  
Comcast Corporation

SPIRIT AWARD

FINALISTS



**BEIGE MCNEAL**  
LEAD ADMINISTRATIVE ASSISTANT,  
PAYER MATRIX

Beige McNeal is Lead Administrative Assistant at Payer Matrix, but her teammates feel there are other descriptors that are far more appropriate including “dedicated, dynamic, creative, talented, helpful, kind, supportive and smart” (just to name a few). As the smile that greets those who walk through the doors at Payer Matrix, Beige makes each and every person feel special. Her uplifting spirit is contagious, as is her can-do attitude – she may be small, her coworkers say, but she’s mighty. On any given day Beige answers phones, books travel, orders lunch for meetings and decorates the office, all with a smile on her face and a bounce in her step. She coordinates with movers, IT and team leads to lay out the seating of all new hires, and she ensures everything is in place before a new employee starts (including a personalized welcome sign on their door). It’s no wonder her colleagues call her Payer Matrix’s “ray of sunshine.”



**Justin Brown**  
Downingtown  
Area School  
District



**Dorene Chapman**  
Vanguard



**Elizabeth Davey**  
Vanguard



**Maria McFarland**  
Children's Hospital  
of Philadelphia



**Jaclynn Staub**  
Robert Half





ACHIEVER AWARD

FINALISTS

WINNER



**BREANNA JOHNSON**  
ADMINISTRATIVE ASSISTANT III,  
LIVE! CASINO & HOTEL PHILADELPHIA

As Administrative Assistant at Live! Casino & Hotel Philadelphia, Breanna Johnson brings an unparalleled level of positivity and optimism to the workplace. Breanna is responsible for managing the budget for the facilities and environmental services departments, inputs all purchase requisitions, coordinates the capital expense process, develops scope of work and ROI documentation, and creates weekly purchasing reports for the executive team – all of which she does with a smile on her face. Her team describes Breanna’s organizational skills unmatched, as she seamlessly balances her workload and displays excellent time management. Though she had no prior gaming industry experience before joining the team, Breanna jumped in headfirst, dedicating herself to learning the ins and outs of the business. Her perseverance and upbeat personality are key to her role – she consistently boosts the momentum and morale of the Live! Team, which is why she’s so often referred to as their “backbone” and the “glue that holds them together.”



**Michele Honesty-Young**  
Children’s Hospital of Philadelphia



**Donna Stelzer**  
Vanguard



**Natalie Treat**  
Essity



**Steven Turner**  
Children’s Hospital of Philadelphia

ADMINISTRATIVE EXCELLENCE  
IN PUBLIC SERVICE

FINALISTS

WINNER



**ABIGAIL MATTHEWS**  
OFFICE ADMINISTRATOR,  
CHILDREN'S HOSPITAL OF PHILADELPHIA

As Office Administrator at Children’s Hospital of Philadelphia, Abigail “Abby” Matthews is a team player who is always ready and willing to assist her colleagues. She ensures that supplies are readily available, printers are in working order at all times, and coordinates activities for the hospital Joint Commission surveys. During the initial phases of COVID-19, Abby was instrumental in ensuring a smooth transition for the CHIPs team to work remotely and developed the COVID Guidelines for in-person and remote meetings. However, what’s most impressive about Abby is her heart. She serves as a mentor to a disabled team member, providing her the necessary training so that she can learn and maintain the skills she has acquired. In fact, Abby provides support for this team member in many different ways, from life coaching to financial management. Abby is a true example of what it means to serve the public good with kindness, grace and positivity.



**Kate Corrigan**  
Children's Hospital of Philadelphia



**Rhonda Smith**  
Reinvestment Fund

Lead the way

Aetna Better Health® of New Jersey is proud to support the Admin Awards and all the nominees.

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Big congrats to Jackie Brautigam & Jennifer Stevens, our fabulous Admin Awards Nominees!

Thanks for going “above and beyond” every day: you’re amazing!



LEADERSHIP AWARD

FINALISTS



**RICH RINALDI**  
SENIOR DIRECTOR OF ADMINISTRATION,  
DEVEREUX ADVANCED BEHAVIORAL HEALTH

In his role as Senior Director of Administration at Devereux Advanced Behavioral Health, Rich Rinaldi is not only one of the brightest, most determined and considerate individuals that many of his colleagues have ever worked with – he’s also one of the most beloved across the organization. Much of that admiration is due to his innovative leadership. Rich saw an opportunity to enhance the way Devereux handles projects by following a project management approach for large initiatives. He took it upon himself to earn the Project Management Professional designation, and then singlehandedly established a Project Management Office at Devereux that has revolutionized how the company strategizes major initiatives. Today, Rich and his team of professionals use agile project management best practices to either lead or influence every major initiative at the organization, which includes Devereux’s COVID-19 response and Diversity, Equity, Inclusion and Belonging cultural transformation. Rich is a true superstar who is never afraid to roll up his sleeves and tackle even the toughest challenges.



**Jennifer Hildenbrand-Stevens**  
Link Logistics



**Aimee Ortega**  
Children's Hospital of Philadelphia



**Pamela Reyes**  
Children's Hospital of Philadelphia



**Candace Ward**  
Spark Therapeutics, Inc.

ABOVE THE CALL AWARD

FINALISTS



**CINDY MCGINLEY**  
ADMINISTRATIVE ASSISTANT,  
LANGAN ENGINEERING AND ENVIRONMENTAL SERVICES

Cindy McGinley has been an indispensable member of Langan's Philadelphia office since joining in 2006. As an administrative assistant, she plays a vital role in ensuring the smooth and efficient operation of the engineering and environmental consulting firm. With her diligent and dependable nature, Cindy supports the firm's environmental team, overseeing a range of tasks such as executive support, strategic initiatives, and marketing assistance. Her commitment extends beyond her work at Langan, as she holds a leadership role at the International Association of Administrative Professionals (IAAP), contributing to improved processes and networking opportunities for the company. Cindy's involvement in Langan's women's employee resource group further demonstrates her dedication to empowering others and fostering inclusivity. Known as the "office ninja," Cindy's proactive approach make her a valuable asset to the team and embodies compassion, helpfulness, and a commitment to making the workplace better for everyone, reflecting the values of Langan's wellness program.



**Erica Cobb**  
PCH Technologies



**Britney Doyle**  
Vanguard



**Donna Flynn-Fagan**  
Children's Hospital of Philadelphia



**Denise Rossi**  
Robert Half

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Making people’s lives healthier, safer, and more fulfilling can only be fully realized with our diverse and inclusive group of administrative professionals working together to make this happen.

OLYMPUS

GREATNESS RECOGNIZED



Ty Kendrick



Denise Rossi



Jaclynn Staub



Seneca Smith

Congratulations to our amazing Robert Half team and all the Philadelphia Admin Awards nominees!

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GOOD AS GOLD

BEST OUTFIT PRIZE DRAWING



WINNER:  
MICHELE HONESTY-YOUNG  
CHILDREN'S HOSPITAL  
OF PHILADELPHIA

GOOD AS GOLD

TEAM SPIRIT PRIZE



WINNER:  
REINVESTMENT FUND

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for Administrative Professionals

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☒ Career Pathing

☒ Positive Leadership  
Environment

☒ Ownership & Leadership  
of Important Projects

☒ Recognition

☒ Executive Sponsor

☒ Internal Admin  
Organization

☒ Professional  
Development

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