

WASHINGTON DC | AUGUST 25 | 2023

ADMIN AWARDS[®]

THE ADMINISTRATIVE PROFESSION'S
HIGHEST HONOR



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WASHINGTON DC

NATIONAL PARTNERS



A LETTER FROM THE ADMIN AWARDS



As the echoes of the 2023 Washington DC Admin Awards gala still reverberate in our hearts, I find myself overwhelmed with gratitude and a sense of awe for the incredible journey we embarked upon together. Each passing moment reaffirms that the essence of this remarkable celebration

lies in one word: generosity.

Amidst the glitz and glamour of the evening, it's the generosity that prevails—generosity that runs through the veins of our Nominees, our Advisory Board, our Judges, our Sponsors, and the very core of Administrative Professionals who uplift this noble cause.

To our invaluable Washington DC Advisory Board, who carry the weight of demanding roles, familial responsibilities, and life's challenges, and yet, generously dedicate their time to propel our mission forward—we salute your passion and dedication. You are the VIPs we hold close to our hearts.

The generosity of the executives and teams whose lives are illuminated by the brilliance of their Administrative Professionals stands as a testament to the human spirit. Amid their bustling schedules, they take the time to compose thoughtful nominations and grace our gala with their presence. Their acts of generosity amplify the support and respect they hold for their nominees, finalists, and Administrative Professionals.

Our esteemed Board of Judges, including the Colleen Barrett Institute, magnanimously invest countless hours evaluating nominations, weighing decisions, and ensuring the essence of excellence shines through. Your dedication fuels the very core of our celebration.

Our Sponsors, the pillars of our journey, deserve a standing ovation for their unwavering support. Beyond funding, their "just because" acts of generosity mirror their faith in our mission and the profound significance of Administrative Professionals. With hearts wide open, they raise awareness, nominate, contribute prizes, and extend their outreach beyond business interests.

And then, there are the Administrative Professionals—the embodiment of generosity itself. While their accomplishments could command the spotlight, their focus remains steadfast on celebrating the achievements of their peers. Their innate altruism and selflessness inspire all they touch.

Last Friday, we honored the Nominees, Finalists, and Award Winners of the 2023 Washington DC Admin Awards. You, more than anyone else, understand the true essence of generosity—the giving of one's best self.

To each person who played a role in crafting this extraordinary evening, our heartfelt gratitude is boundless. The Washington DC Advisory Board, the Board of Judges, the Executives, teams, and our indomitable Sponsors—we are indebted to your magnanimity.

The generosity we've experienced binds us as a community, enabling us to salute and celebrate the Administrative Professionals who make Washington DC shine. As the curtain falls on this chapter, we eagerly await the next. The 2024 Washington DC Admin Awards beckon and we can't wait to continue this journey of gratitude and generosity.

With profound thanks,

Scott Berlant
VP of Strategic Partnerships

2023 JUDGES

Wini Alexander My7Words	Patrina Maloney PCORI	Monique Way Opportunity@Work	Susan Noakes
Kathy Cannon Juniper Networks	Carmen Martin Serene Solutions	Gloria Williams The Boeing Company	Vanessa Sosa
Dwith Chenna Magic Leap	Heather Nosko Katz Goldstein & Warren	Aditya Yadav STABIL Concrete Products, LLC	Mark Peterson Peterson Consulting Solutions LLC
Pam Gerber The Fibroid Institute of Dallas	Sherry Parsons Retired, Cisco	Deidre Dixon BlueCross BlueShield Association	Debra Leonard-Porch Ada S. McKinley Community Services, Inc.
Tanja Guerra Alpha Omega	Jennifer Porter Destination DC	Brenda Carpenter	
Bonita Harrison NASA	Manan Shah G&L Healthcare	Judy Champion	

2023 ADVISORY BOARD

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Natasha Edmonds City of Baltimore	Charlotte Wright ManTech		

COLLEEN BARRETT AWARD FOR ADMINISTRATIVE EXCELLENCE

WIDELIA ACEVEDO

OFFICE MANAGER,
FINRA

WINNER



Widelia Acevedo is Office Manager at FINRA, and in her nearly 25 years with the organization, she has established herself as an exemplary Administrative Professional who consistently goes above and beyond expectations to ensure that her team, colleagues and FINRA as a whole operate at maximum efficiency. She is a natural leader who fosters a culture of collaboration, positivity and excellence, and is relied upon by every member of FINRA's Office of Financial and Operational Risk Policy to expertly execute numerous business processes. Winnie never hesitates to assume responsibility for unique projects that are outside of her normal responsibilities, while always ensuring that she is educated regarding the requirements of any task (big or small). She is a consummate multitasker who juggles multiple projects with ease and carries them out flawlessly, even within tight deadlines. Perhaps most importantly, she is the person to whom everyone feels a personal connection — a true team player who embraces every opportunity to help her colleagues.

FINALISTS



Donna Canady
FINRA



Pamela Harris
JP Morgan Chase



Priscilla Otero-
Caraballo
FINRA

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.

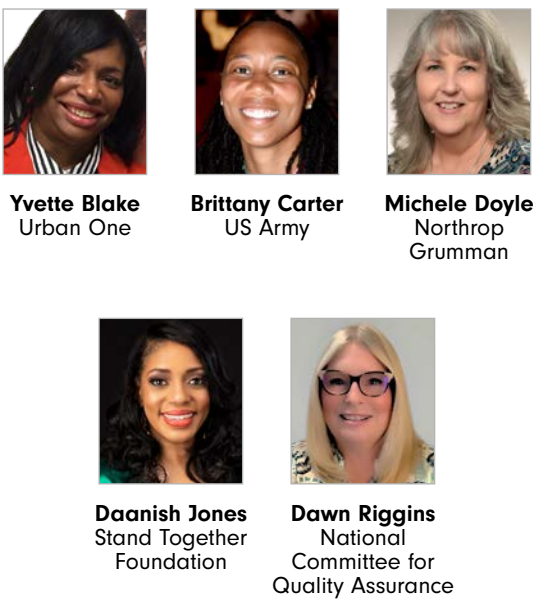
LOYALTY AWARD

FINALISTS



IVY ELLIS
SENIOR EXECUTIVE ASSISTANT,
THE EDUCATION TRUST

As Senior Executive Assistant at The Education Trust, Ivy Ellis consistently displays unwavering dedication, exceptional skills, a commitment to excellence and a deep belief in the mission of the organization. Her deep understanding of her executives’ work styles, preferences and priorities allows them to operate at the highest level of efficiency and productivity. Her day-to-day support and compassion in her job are remarkable — for instance, when she learned her SVP’s brother had passed away, she immediately called to express her condolences and then removed non-critical meetings from his schedule so he wouldn’t have to make those decisions during a time of crisis. In addition, Ivy’s exceptional grant management skills and embrace of new technologies have been instrumental in driving success across the enterprise. Her deep knowledge of the organization — along with her dedication, professionalism, curiosity and compassion — have made Ivy a trusted mentor and role model for other Admins within Ed Trust and a go-to staff member across all teams.



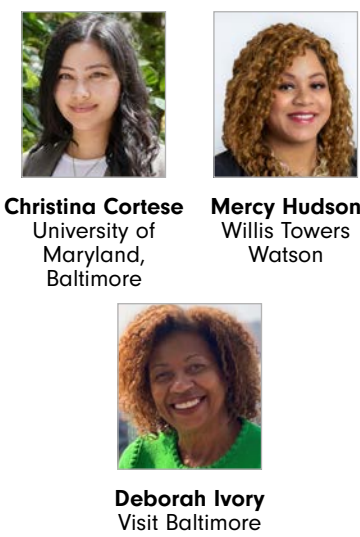
STRATEGIC PARTNERSHIP AWARD

FINALISTS



ANGELA WALTON
EXECUTIVE ASSISTANT TO THE CHIEF ACADEMIC OFFICER,
PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

As Executive Assistant to the Chief Academic Officer at Prince George's County Public Schools, Angela Walton plays a crucial role in the facilitation and support of the Chief Academic Officer’s work. In her role, she maintains the utmost discretion and confidentiality to build trust and maintain the integrity of the organization. She is proactive, resourceful and capable of handling multiple tasks while maintaining a high level of quality, and her attention to detail ensures that the division runs efficiently and effectively. Angela serves as a strategic partner by taking time to understand all areas of the division so that she can be a true thought partner. Her leadership and advocacy have been instrumental in pushing the division to collect funds for the homeless, celebrating the effort of team members, bridging collaborations with individuals in all school district offices, and holding herself accountable for the strengths and challenges of the division. Angela is a cherished mentor, coach and role model to many across the organization.



MBA Congratulates
Its 2023 Admin
Awards Nominees

• Keitha Bell

• Sarah Byrd

• Karen Franklin

• Karila Harris

• Megan McGrath

• Hope Royer

• Olivia Rule

• Regina Thompson

WE THANK YOU FOR YOUR HARD WORK

MBA

MORTGAGE BANKERS ASSOCIATION

Thank You for Giving Us Our Edge

Congratulations to our 2023 Above the Call Admin Awards Nominee, Cherie Wigfield!
Thank you for the passion, dedication, and loyalty you give to Edgewater every day.

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ADMINISTRATIVE EXCELLENCE
IN PUBLIC SERVICE

FINALISTS

WINNER



GLENDALYNN GLOVER
ADMINISTRATIVE ASSISTANT
VIRGINIA DEPARTMENT OF VETERANS SERVICES

Glendalynn Glover is Administrative Assistant with Virginia Department of Veterans Services, where she is seen as being nearly perfect at her job. Though her responsibilities do not require her to be Administrative Assistant to everyone who works on the 17th and 18th floors, her caring nature nevertheless draws people to her desk. But it's not just other employees who value her consummate professionalism and integrity. The office receives numerous calls daily, mainly from veterans and their family members who need assistance. Glendalynn works diligently to provide the requested resources, and even amid a bustling office, she stays focused on the person she is helping. Customer service and individual attention are rare qualities that are often missing in today's hectic world, but Glendalynn has perfected those qualities so that anyone who calls feel secure that their voice is heard. Her unfailingly altruistic nature is just one of many reason Glenadlynn is treasured by her coworkers, many of whom consider her the "heart and soul" of the organization.



Miya Boston
National
Committee for
Quality Assurance



Kyesha Fitzgerald
Baltimore City
Recreation and
Parks



Danielle Hill
University of
Maryland,
Baltimore



Joe Martinez
OBXtek



Saifa Poole
University of
Maryland, Baltimore

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Congratulations, Admin Awards Finalists!
And a special thank you to our Northrop Grumman nominees. Your tireless commitment and dedication are what truly allow us to #DefinePossible.

ngc.com/careers

FOR THE STAY

Congratulations 2023 Admin Awards Nominees!

Thank you for putting our extraordinary hotels on your meeting agenda. We appreciate all you do for our industry.

Waldorf Astoria Washington, D.C.

ACHIEVER AWARD

FINALISTS



KAREN GARDNER
ADMINISTRATIVE ASSISTANT,
NORTHROP GRUMMAN

Northrop Grumman’s Mission Exploration Operating Unit has seen approximately \$600 million in sales growth from 2021 to 2023, the core of which has been its Tactical Edge business line that focuses on rapid deployment of complex technical systems to integrate space, air and ground sensors. Administrative Assistant Karen Gardner has been especially central to the team’s ability to deploy and test systems quickly – every day, she far exceeds her scope of work to ensure the success of her colleagues and the company. In fact, in her 28 years with Northrop Grumman, Karen has proved invaluable both in her knowledge of the company’s history and in her strategic partnership with stakeholders across the enterprise, including facilities, supply chain, functional leads, customers and executives. In her role overseeing Northrop Grumman’s VA site, Karen consistently delivers flawless customer service and has created efficient processes with her functional counterparts. Karen is so good at what she does that she is roundly considered the program’s “unsung hero.”



Lawanda Johnson
Johns Hopkins
University and
Medicine

Zormarah Lyda
US Army

Shawne' Raiford
The Aerospace
Corporation



JoAnn Reilly
Insperity

Veronica Vila
US Army

SPIRIT AWARD

FINALISTS



JASMIN HARRIS
EXECUTIVE ASSISTANT TO THE CTO,
LMI

Jasmin Harris is Executive Assistant to the CTO at LMI, where she creates a positive, upbeat work environment for others and enthusiastically engages with all stakeholders. Jasmin is at the center of nearly all team-building events, including leadership offsites, individual celebrations, happy hours and technology showcases. She brings creativity and leadership to organizing these experiences and takes initiative to offer advice, alternatives, and recommendations on how to enrich them. While Jasmin frequently sends encouraging emails to her colleagues, recognizes the achievements of others and boosts team morale, her spirit is not limited to internal interactions – she extends the same positive attitude to customers and partners. Jasmin’s unique contributions have made her well-known as someone who employees across the organization look forward to working with, especially as she always goes above and beyond and demonstrates an eagerness to help others. In fact, her skills are so varied, she’s become known as LMI’s “Swiss Army Knife” – Jasmin can do just about anything that’s asked of her.



Dexter Allen
National Alliance
for Caregiving

James Biernatowski
Johns Hopkins
University and
Medicine

Alvette Chase
University of
Maryland,
Baltimore



Kenya Johnson
Pharmaceutical
Research and
Manufacturers of
America

Franciane Tonnacliff
Digital Cloak

URBAN ONE CONGRATULATES OUR 2023 ADMIN AWARD NOMINEES!

Your dedication and professionalism are the driving force behind our collective success; **We thank you for all you do!**

URBAN ONE
REPRESENTING BLACK CULTURE

GREATNESS RECOGNIZED

Cheryl Burnett **Kimberly Pond**

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

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CONGRATULATIONS
TO ALL NOMINEES,
FINALISTS AND
WINNERS.

IT WAS OUR PLEASURE HOSTING
THIS UNFORGETTABLE EVENING.



#DiscoverTheLegacy of the iconic Old Post Office reimagined as Waldorf Astoria Washington DC. Meticulously restored to its original grandeur yet elegantly updated to the highest standards of modern luxury, this treasured destination offers a unique experience in every room and suite and an unforgettable stay in the heart of D.C.



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202-695-1100. [HILTON.COM](https://www.hilton.com)

WINNERS



URBAN ONE
ANGELA BELTON, JOI CUFFEE, JANET GRAHAM,
CHARLENE MIDDLETON,
TAMARA WIGGINS

The Urban One Accounts Payable and Payroll team — which includes Janet Graham, Angela Belton, Charlene Middleton, Tamara Wiggins and Joi Cuffee — is comprised of highly skilled, consummate specialists who contribute significantly to the smooth operation of the company’s corporate Payroll and AP department. This extraordinary team is small but mighty — there are several instances where the team has performed beyond their expected scope, including handling a companywide cyber breach, the COVID-19 pandemic, PPP Loan Forgiveness Applications, and most recently, assisting the company and its auditors during a protracted year-end audit while working with outside vendors as the Urban One implemented brand-new payroll, HRIS and financial systems. Despite the demands of their roles and schedules, they consistently demonstrate their dedication to the organization’s success. Janet, Angela, Charlene, Tamara and Joi are known and respected for their great work, as well as their camaraderie and collaborative spirit. They are the epitome of TEAM: Together, Everyone Achieves More.



Mortgage Bankers Association
Keitha Bell,
Sarah Byrd, Karen Franklin,
Olivia Rule, Karila Harris,
Megan McGrath
, Regina Thompson,
Hope Royer

FINRA congratulates its Nominees for the 2023 Admin Awards. Powering a fair and vibrant market requires **EXCEPTIONAL** and **VIBRANT** Administrative Professionals!

NOMINEES
Colleen Barrett Award
for Administrative Excellence

- Widelia Acevedo**, Office Manager
Brookfield Place, NYC
- Donna Canady**, Sr. Office Manager
Washington, DC
- Priscilla Otero**, Sr. Executive Assistant
Jersey City, NJ

NOMINEE
Leadership Award

Delphina Horne Bundick
Office Manager
Washington, DC

NOMINEE
Loyalty Award

Renee Witcher
Office Manager
Washington, DC

**Congratulations and Good Luck
to all five nominees as you
represent FINRA!**



PhRMA says **Thank You!** to our incredible administrative team,
and congratulations to the Award nominees this year!



LEADERSHIP AWARD

FINALISTS

WINNER



DONNELL VANSKIVER
EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE PRESIDENT,
FROSTBURG STATE UNIVERSITY

In her role as Executive Administrative Assistant to the President at Frostburg State University, Donnell VanSkiver provides superb support to anyone who reaches out for advice or direction. Donnell is a continuous learner who is committed to passing on knowledge to her peers so that they can grow as Admins while simultaneously showing equal investment in student growth. Despite her demanding workload, Donnell is organized, prioritizes tasks, and efficiently allocates her time and resources. Her exceptional multitasking skills and attention to detail allow her to provide personalized support to numerous students while maintaining the highest level of professionalism. Beyond her individual interactions, she actively contributes to creating a thriving educational community through fostering open communication, collaboration and inclusivity, which cultivates an environment in which students feel supported and empowered. Donnell’s positive influence extends beyond administrative tasks, as she consistently seeks opportunities to engage with students, offer guidance and promote a sense of belonging.



Nicole Hatcher
US Army



Tiffany Hoard Smith
Washington Gas



Rachel Lange
Teach For America, DC Region



Latoya Ludd
University of Maryland, Baltimore



Tarshae Washington
Prince George's County Public Schools

ABOVE THE CALL AWARD

FINALISTS

WINNER



YESENIA HERNANDEZ-BRITO
MANAGER, EXECUTIVE OFFICE & GLOBAL BOARD,
HEALTHCARE BUSINESSWOMEN'S ASSOCIATION

In her role as Manager, Executive Office & Global Board, at Healthcare Businesswomen’s Association, Yesenia Hernandez-Brito has proven herself critical to the organization’s success by streamlining processes, creating efficiencies and supporting transitions. Yesenia serves as the point of contact for all VIP management, including awardees, chairs emeritae, and HBA founders, while also managing governance, policy and procedure documentation. She assumed her position at HBA as the executive office manager supporting the CEO and COO, and within a month of her start date, the CEO of 14 years announced her retirement. While the organization was in limbo, Yesenia didn’t miss a beat – she managed board sessions for the global board, created live presentations and agendas, and worked overtime to ensure everything was seamless for executive leaders. Additionally, Yesenia has supported HBA’s CPO and COO to drive \$2 million in revenue and nearly 60% membership growth over the past 2.5 years. It’s no wonder her colleagues say she’s “diligent, detailed and dedicated.”



Sylvia Dourian
Hilton Worldwide



Karen Franklin
Mortgage Bankers Association



Erika Jones
Destination DC



Natalie Jones
Johnson, Mirmiran & Thompson



Eboni Tyler
Urban One



Cherie Wigfield
Edgewater Federal Solutions, Inc.



LaToya Yzer
Capitol Companies

GOOD AS GOLD

BEST OUTFIT PRIZE DRAWING



WINNER:
RYAN TAURIAINEN
TEACH FOR AMERICA

GOOD AS GOLD

TEAM SPIRIT PRIZE



WINNER:
NORTHROP GRUMMAN

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