

GREATER BOSTON
OCTOBER 5 | 2023

ADMIN AWARDS[®]

THE ADMINISTRATIVE PROFESSION'S
HIGHEST HONOR



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A LETTER FROM THE ADMIN AWARDS



The 2023 Greater Boston Admin Awards celebrates the amazing spirit, 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 Greater Boston 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 Greater 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 Greater Boston’s Administrative Professionals!

Eric Trautmann
SVP of Partnerships

2023 JUDGES

Pam Gerber
The Fibroid Institute of Dallas

Brenda Carpenter
Fox Rothschild LLP

Kathy Cannon
Juniper Networks

Erin Joslyn
Fidelity Investments

Joanna Polito
Retired Executive Assistant

Kelly DeVincentis
Xilio Therapeutics

Lori Severo
New Balance Foundation

Santosh Kumar Kande
TJX Companies

Veronica French
Sonata Therapeutics

Debra Leonard-Porch
Ada S. McKinley Community Services, Inc.

Michell Maxwell
Inter American
Development Bank

Deidre Dixon
BlueCross BlueShield Association

Lisa Dinola

Judy Champion

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Gaia Liotta
Analog Devices

Zynetta Canning
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Meylia Kurnianto
University of
Massachusetts Lowell

COLLEEN BARRETT AWARD FOR ADMINISTRATIVE EXCELLENCE

WINNER



CHRISTINE HAMMAN EXECUTIVE ASSISTANT, IRON MOUNTAIN

As Executive Assistant at Iron Mountain, Christine Hamman consistently demonstrates the company's core values including integrity, safety and security; customer value; ownership; and inclusion and teamwork. Those values are especially evident in the way Christine is willing to selflessly share her knowledge to help others grow in their roles. When EAs join the team, she is the first person to teach them how to navigate the company and understand how to expeditiously complete tasks. Christine encourages her colleagues to continue to reach out no matter when and where they need support. Not only is she an excellent model of how great EAs make their teams and the executives they support shine, but she is a consummate partner. Christine has stepped in to assist executives who are without an Admin, and even helps to assess potential candidates by leveraging her experience to determine who would be the best fit from a skills and personality perspective. No matter how tough the ask or how numerous the responsibilities, Christine's "Mountaineer" spirit is always on full display.

FINALISTS



Rayna Botvin
Vanguard Wildlife
Solutions



Susan Frodigh
Organogenesis



Jeanne Noyes
Boston Dynamics

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



MARY E. MACDONALD
EXECUTIVE ASSISTANT,
VERTEX PHARMACEUTICALS

Mary E. MacDonald is Executive Assistant at Vertex Pharmaceuticals, but she’s better known as the “heart” of the team who shows up every day with a smile and willingness to do anything that is needed. She also is the ultimate team player: In 2022, she spent more than 70 working days covering for other Admins. But what really sets her apart is the way she cares for her team. Whether it's trekking five blocks in frigid weather because she knows her executive has a tough meeting and would feel better with a brownie from her favorite bakery, staying late to pick up dinner for the team when they’re going to be camped out in the conference room all night, mailing baked goods during the COVID-19 lockdown or performing emergency repairs on wardrobe malfunctions, Mary is on it. She is a bright spot every single day, a trusted confidant and an unbelievably reliable Admin.



Nancy Breault
Keurig Dr Pepper



Sarah Terban
Analog Devices

STRATEGIC PARTNERSHIP AWARD

FINALISTS



MICHELE HOYT
EXECUTIVE ASSISTANT,
AMAZON WEB SERVICES

In her role as Executive Assistant at Amazon Web Services, Michele Hoyt does many things exceptionally well – she’s highly organized; she effectively prioritizes in order to balance the complexity of serving teams of up to 1,200 employees globally; she is customer obsessed both internally and externally; she demonstrates incredible judgment; and she operates autonomously. In fact, she’s so good at her job that Michele’s executive credits her influence and leadership with positively and dramatically impacting the two global multinational companies at which she has supported him over the past 20-plus years. As soon as Michele signed on as EA at Amazon, he says, her impact was felt immediately. She stepped in to organize team cadence calls with different stakeholder teams and engaged with her many existing customer EA contacts to secure meetings and organize events. Within 90 days, the entire team was more energetic and enthusiastic. Michele’s calm, focused approach provides a foundation of strength for the entire organization.



Melinda Langweiler
Tripadvisor



Kelley Shaw
Fidelity Investments

ACHIEVER AWARD

FINALISTS



NICHOLE GREGG
SENIOR EXECUTIVE ASSISTANT,
AKILI INTERACTIVE

Nichole Gregg is Senior Executive Assistant at Akili Interactive where she is regarded as a super-organizer, companywide emcee and No. 1 pinch-hitter for complex projects. She has become the leader of employee engagement initiatives, coordinating cross-company virtual and live events. For instance, Nichole managed the company’s first all-employee in-person company offsite in 2022, which involved bringing together the Boston and San Francisco offices and remote employees at Cape Cod. The event catalyzed every employee to bring their best and most creative work to Akili’s commercial launch, and Nichole’s incredible efforts in designing the entire experience resulted in her winning a companywide MVP award. Nichole also leads the “Connect Committee” focused on employee volunteerism and charitable giving, where she initiated an annual Akili Day of Service that involved coordinating opportunities for service across seven metro areas for group experiences and encouraging local opportunities for remote individuals. It’s no wonder her leader calls her an “absolute star” who excels each and every day.



Valentina Bernaudo
Takeda Pharmaceuticals



Alyssa Hasher
WTW



Tammy Herlitz
Sanofi



Kirstin LeMay
Iron Mountain



Melissa Marshall
Falvey Insurance Group



Amy Normand
Analog Devices

Congratulations to our 2023 Nominees

Casey Bagni ▶ Alex Freund ▶ Laura Jolin ▶ Richard Lay ▶ Donna Murr
Amy Normand ▶ Cynthia Quinn ▶ Arianna Slaughter ▶ Sarah Terban

ANALOG
DEVICES
AHEAD OF WHAT'S POSSIBLE™

SPRIT AWARD

FINALISTS



JOCELYN WILLIAMS
SENIOR ADMINISTRATIVE ASSISTANT,
NOVARTIS

As Senior Administrative Assistant at Novartis, Jocelyn Williams is an enthusiastic and integral member of her department, the company and the global Admin communities. Not only is she a founding member of a Cambridge-based Administrative Employee Research Group – where she continues to share her knowledge globally – but she also helps onboard new Admins at Novartis through an Admin Buddy program that she founded. With Jocelyn’s guidance and willingness to act as a sounding board, new Admins quickly learn to navigate the company’s complex organization and systems. Additionally, Jocelyn has been a pioneer and role model for working partially remotely. She is an active member of the Novartis Digital Workplace Champions community, and she frequently brings her learnings from this community back to the Cambridge Operations team. Her tips and tricks, and her shared knowledge of policies, significantly contribute to Cambridge associates having an easier, happier day. Jocelyn loves to collaborate, is curious, has fantastic energy and continuously upholds great values.



Cyndi Cusack
Fidelity Investments



Victoria Hector
Production Solutions



Kelly Johnson
Takeda Pharmaceuticals



Laura Jolin
Analog Devices



Stacy Schwartz
Iron Mountain



Katina Tanionos
Tripadvisor

LEADERSHIP AWARD

FINALISTS



LINDSAY FLOOD
ASSOCIATE DIRECTOR, EXECUTIVE OPERATIONS,
REPAIRE THERAPEUTICS

Lindsay Flood is Associate Director, Executive Operations, at Repaire Therapeutics, where her distinctive and measured approach to administrative leadership sets her apart. Her hallmark attributes of judgment, maturity, unbounded initiative and bias for impact have moved the organizational needle from a small private biotech to a leading, Nasdaq-listed integrated biopharmaceutical company. Shortly after Lindsay came aboard, she took the initiative to manage the administrative leadership of Repaire’s IPO process. In six months, without either investment banking or biotech experience, Lindsay completely immersed herself in the world of banking, securities and biotech buy-side, supporting the executive and finance teams in literally thousands of interactions across Wall Street. The end result was among Boston’s most successful IPOs of 2020 – completed entirely virtually during COVID – that resulted in a massive leap in Repaire’s profile, resources and potential. Lindsay is trusted by executives and staff alike to resolve the most sensitive matters, and she is widely regarded as a standout contributor and a principled and thoughtful advisor.



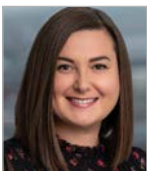
Susan Bottari
Takeda Pharmaceuticals



Maria Bozich
Takeda Pharmaceuticals



Concetta Green
Harvard Business Publishing



Alicia Jansen
Robert Half

BXP is proud to sponsor the

2023 Greater Boston Admin Awards

Congratulations to all of the

2023 ADMIN AWARD NOMINEES!

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GREATNESS RECOGNIZED

Gina DiCiancia

Christina Flessas

Alicia Jansen

Becca Pontbriand

Taylor Rothbauer

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

Robert Half

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CONGRATULATIONS!



Recipient of the

FOUNDER'S AWARD

for Creating an Exceptional Work Environment
for Administrative Professionals

- ✓ Career Advancement
- ✓ Career Pathing
- ✓ Positive Leadership Environment
- ✓ Ownership & Leadership of Important Projects

- ✓ Recognition
- ✓ Executive Sponsor
- ✓ Internal Admin Organization
- ✓ Professional Development

GOOD AS GOLD

BEST OUTFIT PRIZE DRAWING



WINNER: DENISE MOXAM,
PRODUCTION SOLUTIONS
SPONSORED BY: ROBERT HALF

GOOD AS GOLD

TEAM SPIRIT PRIZE



WINNER: TRIPADVISOR
SPONSORED BY: BXP

ABOVE THE CALL AWARD

FINALISTS

WINNER



VANSI FLAHERTY
EXECUTIVE COORDINATOR,
TAKEDA PHARMACEUTICALS

In her role as Executive Coordinator at Takeda Pharmaceuticals, Vansi Flaherty has become known as “Wonder Woman” – she always goes above and beyond the call and never leaves unfinished business. Her can-do attitude and unwavering positivity in even the most hectic of times have made her a favorite among team members who note that she’s accessible and friendly, interacts efficiently with internal and external stakeholders at all levels, and effortlessly enables collaboration while serving the needs of the leadership team and department. Vansi expertly manages the complex agenda of her leader, including organizing team meetings, town halls and off-site events. Based on her broad experience and deep knowledge of the company’s processes and policies she manages to prioritize her work, stay focused and deliver excellent results within deadlines and budgets. Most impressively, she does it all with a smile on her face, a skip in her step – and a heart that is as large as the Amazon.



Robin Ewing
Fidelity Investments



Johnna Huntsman
Applied Materials



Basilio Lopez
Lowell Community Health Center



Jeanne Reynolds
Fidelity Investments



Arianna Slaughter
Analog Devices



Omesa Spencer
Roxbury Community College

TEAM ACHIEVER AWARD

WINNERS



MATTER COMMUNICATIONS "DYNAMIC DUO"
STEPHANIE VELEZ AND JOLEEN HOWARD

Stephanie Velez and Joleen Howard are Office Managers – called the “Dynamic Duo” – at Matter Communications. As soon as they joined the company in August 2022, Stephanie and Joleen wasted no time in boosting company culture and managing weekly happy hours and Helping Hands Volunteer program events, supply orders, and vendor and landlord communications. In early 2023, the two were tasked with a cost-savings project that they instantly tackled with enthusiasm by detailing all expenses and identifying those they knew would have an immediate impact on the bottom line. Within the first month, they canceled 90 non-value-added publications, and within the first three months, they performed an analysis of current spend, contract and alternative solutions research, and vendor negotiations. Fast forward to today: They’ve played critical roles in opening a new office and closing two existing offices, renegotiating all internet, TV and conferencing services contracts, and switching telephone suppliers and utility suppliers to obtain lower rates – all resulting in more than \$200,000 in cost savings annually.

Congratulations!

We’re proud to celebrate our outstanding nominees and to recognize all the administrative staff at Iron Mountain who truly elevate the power of their work.

Elevate the power of your work.™



Erika Crabtree
Spirit Award

Kirstin LeMay
Achiever Award

Christine Hamman
Colleen Barrett Award for
Administrative Excellence

Stephanie Carrigg
Achiever Award

Stacy Schwartz
Spirit Award



Congratulations on
your Admin Awards
nominations!

On behalf of everyone at Tripadvisor, thank you for your hard work, dedication, and passion for sharing our mission to make everyone a better traveler. You’ve made our journey all the better.



Melinda
Langweiler



Katina
Tanionos

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