

## Administrative Professionals Development & Recognition Program

Q1-2022

Admin Recognized	Classification	Department	Recognition	Relationship to Admin
Allison West	Administrator II	Department of Public Health (DPH)	Allison is a very dedicated to her work, engaged with staff and our clients, steps up to always take on a task Oat DTN, and is always positive regardless of outcomes. At times we forget to thank her for the work she does at DTN.	Manager
Annas Hidmi	Fiscal Specialist III	Department of Executive Services (DES)	Annas earned his ESJ Lean Greenbelt in December of 2021. His project focused on creating a sense of belonging in our new virtual work environment. We have already implemented some recommendations from his project, and plan to do many more!	Director
Bikram Samra	Project/Program Manager I	Department of Executive Services (DES)	Bikram leads our Change Team and is helping our office accomplish our ESJ goals. He completed our ESJ onboarding kit, is rolling out employee development plans, and scheduled valuable training for the entire office. Bikram's dedication to this work is having a positive impact!	Director
Calana Chance	Administrator I	Metro Transit Department (MTD)	Calana's commitment, hard work, and optimism keep Metro's Strategic Communications and Engagement teams moving. She provides support to an incredibly wide variety of job functions, each of which has complex billing and processes. We've very grateful to Calana on behalf of her colleagues across Creative, Employee Communications, Community Engagement, Government Relations, Marketing, Partnerships, Public Affairs, Transit Advertising, and Web.	Calana supports the teams that I manage, in addition to teams managed by other colleagues.

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<b>Calana Chance</b>	Administrator I	Metro Transit Department (MTD)	Calana is an integral part of the team who ensures we have all the tools and resources needed to function. She is a wonderful team member who always has a can-do attitude and is very thoughtful and methodical about the work and approach. We appreciate her so much and don't know what we would do without her!	Manager
<b>Cary Wong</b>	Administrative Specialist II	Department of Public Health (DPH)	Carey is new to our DTN PHC Dental Team. We appreciate her time with us so far. Glad she took a chance to come to work at DTN PHC to help our patients we serve.	Manager
<b>Christopher Wright</b>	Public Health Admin Supp. Supv	Department of Public Health (DPH)	Christopher has been such a great member of the DTN PHC team. We are thankful that he has grown professionally within DTN PHC. He has patience, calm and provides great support to his team members. We look forward to having him part of the team for many more years.	Manager
<b>Cindy Hachtel</b>	Transit Administrative Support Specialist III	Metro Transit Department (MTD)	Cindy is the backbone for Metro's busy, busy Customer Information Office. She juggles so many items, and keeps tracks of endless details, and at the same time is always ready to take on new tasks and help others when needed. Cindy is a joy to work with! Thank you, Cindy!	Manager

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<b>Denise Mower</b>	Administrative Specialist -II	Department of Public Health (DPH)	Denise spent a lot of time on site when she could have worked from home helping us with COVID supplies and inventory work. At times we worked in a hurry as we would scabbling to get more supplies in on time when the COVID tests numbers were raising at our backlot site, during the snow, rain and wind...and without tents to keep us dry. She always offers when needed. Great to have her at DTN PHC	Manager
<b>Eva Smith</b>	Administrative Specialist II	Department of Public Health (DPH)	Eva has been at DTN PHC for several years, she is leaving KC to begin her retirement on 2/1/22. These last 2 years she has helped as she was able from home and when she was on site. She will be missed.	Manager
<b>Fabricio Alves</b>	Administrator I	Metro Transit Department (MTD)	When you talk of professionalism, I think of Fab Alves, when you talk of administrative success, I think of Fab Alves. When you speak of compassion, empathy, and energy, I think of Fab Alves. He is always ready to help, participate and back you up even though his workload is crazy full. Although he has been with Contracted Services a short time, I consider him a mentor in every way, always supportive, dutiful to work, and always there just when you need someone to hear you “vent.” Fab is a true go-to peer that I look up to and consider a friend. Thank you Fab for being you and joining our work family.	Peer

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<b>Fabricio Alves</b>	Administrator I	Metro Transit Department (MTD)	Fab has been such a wonderful addition to the team. He's had such a positive attitude, isn't afraid to jump in and give it a go and appreciates every single person on the team. He's got so much on his plate but always makes time for you. Fab had big shoes to fill and it takes a superstar to do what he does. Fab I adore you and I'm so glad you're part of the team and that I have the honor to work with you.	Peer
<b>Fahm Irvis</b>	Administrative Specialist III	Department of Public Health (DPH)	Has been a great, positive energy during these last 2 years. Has juggled trying to keep our supplies and inventory up to date even with shortages of supplies at times. She was very creative on how she ordered so we were never short. Thank you for being on site when needed during these last 2 years.	Manager
<b>Iris Alejandro Herrera</b>	Administrative Specialist III	Department of Public Health (DPH)	Iris is new to our DTN PHC Primary Care Team. We appreciate her time with us so far. Glad she took a chance to come to work at DTN PHC to help our patients we serve.	Manager
<b>Jena Scott</b>	Executive Secretary/Asst I	Department of Human Resources (DHR)	Recognizing Jena's commitment to customer service. Jena supports the Career & Culture division and does so with a smile. No matter the ask and especially the short notices at times, Jena greets it with a smile and will-do approach! I appreciate Jena for being a supportive, collaborative, and genuine colleague!! Thank you for all you do every day.	Peer

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<b>Jena Scott</b>	Executive Secretary/Asst I	Department of Human Resources (DHR)	Jena is such a joy to work with. She is always positive and upbeat. She eagerly steps up and says, "hey...I'm happy to do that for you." She runs with tasks and doesn't need to be reminded. She is such a breath of fresh air! I just love working with her!	Customer
<b>Jennifer Blackstone</b>	Administrator II	Metro Transit Department (MTD)	Jen is unfailingly professional and courteous to each and every person she interacts with. Her workload is completely unmanageable, yet she remains respectful, upbeat and never has a bad word to say about anything (although she has plenty of reason to). She is a tireless worker, quality employee and even better person. As the person who gives the week-long new employee orientation for Vehicle Maintenance, she absolutely puts VM's best foot forward showing them just how terrific our people are. The world would be a better place if we could clone her! Thank you Jen for all you do!	Peer
<b>Jennifer Blackstone</b>	Administrator II	Metro Transit Department (MTD)	Jen has the most difficult position out of all the admins in her job class. She has a huge part in New Employee Orientation, and I can't think of a better person to introduce our new employees to the metro family. She always has a smile and positive attitude.	Peer
<b>Jennifer Blackstone</b>	Administrator II	Metro Transit Department (MTD)	Jennifer works long hours ensuring our entire group runs smoothly. She goes above and beyond to help out when there are any issues that need to be addressed. She never shows she is overworked even when we all know she is.	Peer

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Jennifer Blackstone	Administrator II	Metro Transit Department (MTD)	Jennifer is simply the most hard-working person I know. I have never seen a person with so much on their plate handle it with such a positive attitude. Not only does Jen keep our building running, she does it with a smile. She always takes the time to drop in and say hello to all the departments and I can honestly say having a quick 2-5 minute conversation with Jen is always the highlight of everyone's day. Aside from her Administrative duties she also handle the New Employee Orientations. She is almost always the last person out of the building, and we all have a suspicion she's Superwoman.	Peer
Jennifer Blackstone	Administrator II	Metro Transit Department (MTD)	Jennifer has the most positive attitude and is the glue that holds Fleet Engineering together. She's very hard working and never complaints. Jennifer seems to always have the answer and I couldn't imagine what Fleet Engineering would be like without her presence. Our superstar!!!	Peer
Jennifer Blackstone	Administrator II	Metro Transit Department (MTD)	Jennifer is always both helpful and professional with an unmatched work ethic!	Peer
Jennifer Blackstone	Administrator II	Metro Transit Department (MTD)	Jennifer is ALWAYS in a positive mood. She is ALWAYS willing to drop everything to assist anybody. She is extremely knowledgeable and efficient at her job.	FE's Administrator II & friend

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Jennifer Blackstone	Administrator II	Metro Transit Department (MTD)	When you look up Amazing, Jennifer's picture is attached! Jennifer is the soul and heartbeat of Vehicle Maintenance Fleet Engineering, keeping our work flowing daily thru meticulous dedication and commitment to all things Admin with a positive can-do attitude and spirit! There aren't enough words to praise, describe, acknowledge and thank her for the endless contributions to our group. With that I say thank you Jennifer, you truly are one "Shining Super Star Monster" (it's a thing in our group) ;)	Peer
Jennifer Blackstone	Administrator II	Metro Transit Department (MTD)	Jennifer goes above and beyond for our team. She hard working, dedicated, and committed to the success of our team. She is always willing to help everyone with a positive attitude.	Peer
Jennifer Blackstone	Administrator II	Metro Transit Department (MTD)	Jennifer coordinates all new hire orientations and has deftly navigated COVID related restrictions. The Warranty group was added to her support responsibilities in 2019. This addition and the newly hired Maintenance Analyst added 12 personnel for her to support. Jennifer is calm and steady under pressure and mitigates any obstacles she encounters. Jennifer is loved and respected by everyone in Fleet Engineering and the Warranty group. Equity and Social Justice is real to Jennifer, and she models the behavior King County promotes.	Peer

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Jennifer Revak	Legal Secretary	Prosecuting Attorney Office (PAO)	Jenny is such a great asset to our office. She is always willing to help in any capacity. In addition to supporting 3 very busy attorneys, she serves on the ORI Team and as a mentor to new staff. We are lucky to have her!	Supervisor
Joan Kelly	Confidential Secretary	Department of Executive Services (DES)	Joan managed the Office of Risk Management Services move from the Administration Building to the King Street Center. The move could not have gone more smoothly, thanks to her organization. In addition to that, she is the glue that holds our office together. I appreciate her so very much.	Manager
John Allen	Chemical Dependency Scrn-Supv	Department of Community & Human Services (DCHS)	This man has gone above and beyond caring and supporting his team. When I broke my tibia and fibula, he came to the hospital to pick me up.	Employee
Jonathan Brandley	Administrative Specialist II	Department of Public Health (DPH)	Jonathan was great as our greeter and screener for many months at DTN PHC, we appreciated his welcoming customer service to DTN PHC.	Manager
Kuihwa Baxter	Administrative Specialist II	Department of Public Health (DPH)	I am happy that Kuihwa joined our DTN PHC after spending many months working with COVID Testing/VAX at DTN. She has been dependable and a joy to have on our team. We look forward to her service of years with DTN PHC.	Manager

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Lashana Coe	Administrative Specialist II	Department of Public Health (DPH)	It has been great to have Lashana as member of our DTN PHC team. She is crossed trained within DTN clinics which is really appreciated and is a great skill to have when short staffed. She is patient with our patients and has great customer service skills. Glad you took a chance to join DTN PHC.	Manager
Laura Willett	Administrative Specialist III	Department of Executive Services (DES)	Laura managed the preparations for the ORMS move to the King Street Center. She created a Teams site, a move calendar on our virtual management board, surveyed our employees to understand their needs, and enlisted volunteers to help with key tasks. She was an excellent project manager and did it all with her pleasant and calm demeanor.	Director
Linda Eaves	Administrative Specialist	Metro Transit Department (MTD)	Thank you for your constant patience and support. Your can-do attitude and skills are appreciated by everyone in our group and mostly by me!	Peer
Linda Eaves	Transit Admin Support Spec III	Metro Transit Department (MTD)	Linda is the glue that has held our workgroup together. Her actual job encompasses more than her formal job description, as she is our de facto problem solver. She is also our mission champion, especially regarding equity and social justice.	Supervisor
Linda Eaves	Transit Admin Support Spec III	Metro Transit Department (MTD)	Linda is an incredible person and professional asset to King County Metro and our team! She is so vital to the efficient functioning of the team. She is so knowledgeable and experienced! Her can-do attitude and smarts "make it happen!"	Chief

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<b>Linda Eaves</b>	Transit Admin Support Spec III	Metro Transit Department (MTD)	In addition to her substantial scope of work, Linda is an equity champion and leader for our section, for Metro and for the County. In the past year, she took on additional responsibility of establishing a new Equity Change Team, creating a safe and supportive place for employees to identify ways we could improve our culture of equity and belonging. She counsels and challenges all of us to do better! Thank you, Linda, for your leadership.	Manager
<b>Linda Lukevich</b>	Administrative Specialist II	Department of Public Health (DPH)	Linda has been at DTN PHC for many years, she has seen work and process changes and has a lot of information on DTN PHC history. Her presence is appreciated.	Manager
<b>Marisa Munoz</b>	Administrative Specialist II	Department of Public Health (DPH)	Marisa is new to our DTN PHC Dental Team. We appreciate her time with us so far. Glad she took a chance to come to work at DTN PHC to help our patients we serve.	Manager
<b>Oshjseane Hopkins</b>	Administrative Specialist II	Department of Public Health (DPH)	Oshjseane has been at DTN PHC for several years now. She is skilled at her work, creative member of the team and has helped tremendously during these last 2 years. She has led an ESJ Lunch & Learn for DTN PHC 2 years ago and will help coordinate another event virtually soon.	Manager

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<b>Regina Gautier</b>	Administrative Specialist II	Department of Public Health (DPH)	Regina could have stayed home during these last 2 years, but she showed up and helped us as were short staffed a lot because of deployment and SDP assignments. She is always at the front desk with a smile and welcoming to all that visit DTN PHC. I am grateful for her work and smile and customer service	Manager
<b>Srijana Timilsina</b>	Administrative Specialist III	Department of Public Health (DPH)	Our medical records lead has been crucial even more these last 2 years as we have had an abundance of patients at DTN PHC in addition to regular services. I appreciate her presence at DTN PHC and even more so now as she tries to keep up with medical records needs during staff shortage.	Manager
<b>Treona Davis</b>	Administrator I	Metro Transit Department (MTD)	Treona is an amazing colleague and leader! She willingly and proactively contributes her skills, expertise and experience to help us deliver the best service to our customers, and to help us create a culture of inclusion and belonging. Treona is an equity leader who currently is helping to create professional development opportunities for her colleagues. Treona brings her sense of humor and supportive approach to every meeting. Thank you, Treona!!	Manager

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Valerie Garza	Administrator I	Metro Transit Department (MTD)	Valerie only recently joined our team, but already has proven herself to be a powerhouse! Valerie arrived ready to hit the ground running while also pausing to ask thoughtful questions to ensure that she understood our team and how she could best leverage her skills and talents in supporting us. Most recently, our team has taken a new role in managing grants and contracts, which was personally a little overwhelming for me. But Valerie's patience, experience, and enthusiasm to collaborate have eased most of my worries and make me feel more confident about this work moving forward. I'm so grateful to have Valerie on our team for always being a pleasure to work with and for her constant support.	Peer
Valerie Garza	Administrator I	Metro Transit Department (MTD)	Valerie brings an inspiring spirit to work each day -- always pitching in to support others, to lend her expertise, and to identify creative solutions. I especially admire her curiosity and her willingness to ask the tough questions. Thank you for all you do, Valerie!	Manager
Valerie Garza	Administrator I	Metro Transit Department (MTD)	Valerie is a treasure for our team. She joined us in 2021 and quickly helped us identify growth opportunities and ways to streamline our work. She always is on the lookout for professional development opportunities for our front-line staff and provides a tremendous amount of support all around.	Peer

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<b>Vaneda Bowen</b>	Transit Customer Info Specialist	Metro Transit Department (MTD)	She is an amazing young woman. She helps in any way she can also believe in metros mission statement. You can tell he has smile on her face even though the conversations in on the phone.	Peer
<b>Vilay Wang</b>	Administrative Specialist II	Department of Public Health (DPH)	I appreciate her dedication to her work with Refugee Clinic, her helping out at the front desk at other clinics within DTN PHC when we were short staffed which has been the situation these last 2 years. Always with a smile, grace and willing to help out.	Manager
<b>Vivian Ahlers</b>	Administrative Specialist II	Department of Public Health (DPH)	Vivian has worked at DTN PHC for many years, she has seen a lot of changes there. She is generous, funny and has a great positive look at life and a great cook.	Manager
<b>Viviana Ramirez-Carrillo</b>	Administrative Specialist III	Department of Community & Human Services (DCHS)	Viviana always goes above and beyond in order to make our work as SSP's goes as smooth as possible. She juggles multiple responsibilities and is the first point of contact for our clients. She treats them with care and is an integral part of making our department run smoothly.	Peer
<b>Yvette Morales</b>	Administrative Specialist II	Department of Public Health (DPH)	Yvette has joined our DTN PHC recently and has worked at our site under the VAX program. Her warmth and customer service is amazing, she is resourceful to our patients that are seen for VAX at DTN. Welcome to the DTN PHC Primary Care Team	Manager

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<b>Zoraida Pruneda</b>	Public Health Admin Supp. Supv	Department of Public Health (DPH)	Zori has been at DTN PHC for many years, has professional grown at DTN, believes in the work and has so much passion for our Dental patients. She has been a trooper covering the front desk most of these last 2 years as her staff began deployments and or SDP assignments to help during the pandemic. We appreciate her leadership.	Manager