

Administrative Professionals Development & Recognition Program

Q4-2021

Admin Recognized	Classification	Department	Recognition	Relationship to Admin
Sondra McCaw	Administrative Assistant II	Metro Transit Department (MTD)	Sondra, who supports executive-level leaders, is always ALWAYS busy. And yet she ALWAYS takes the time to connect with you on a very human level. "How are YOU?", she asks, genuinely interested in your well-being. Not simply "the glue" that holds everything together, Sondra leads with her heart and soul. She will quietly and unassumingly lift you up, making sure you feel cared for and important. Sondra: Your work is noticed and appreciated. More importantly, we love you back. Thank you for being the wonderful person that you are. We are better because of you.	Peer
Joan Larsgaard	Executive Secretary/Asst II	King County Sheriff's Office (KCSO)	Joan has been an amazing part of KCSO for many years. She is one of the "go to" people for the agency. Joan is one of the most helpful people I have ever worked with. I appreciate her day in and day out. She makes work a better place.	Division Chief
Garmin Chan	Administrator I	Department of Local Services (DLS)	Garmin is always there to support my team whenever needed. She does her duties eagerly, professionally, and takes the initiative to do what's right. Without her, I could not do my duties well and appreciate her dedication, technical acumen, and interpersonal savvy.	Peer
Francine Munoz	Confidential Admin Asst - KCDC	King County District Court (KCDC)	Simply amazing individual. She makes my job so much easier. She anticipates needs, researches and problem solves for the best outcomes. She truly is instrumental in keeping us organized and moving forward. In addition, she always has a smile on her face and a positive attitude. She has made the whole leadership team better! Thank you Francine.	Deputy Director

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Roger Bruckshen	Transit Admin Support Spec III	Metro Transit Department (MTD)	Roger goes above and beyond each day. He's one of the few employees that is required to go into the office so he can get our mail/sort/scan documents to employees telecommuting from home. Always helpful and willing to share his knowledge and he truly wants you as an individual to be successful in your job. This man has done so much for our team, I honestly don't know what we would do without him.	Peer
Evelyn Wood	Executive Assistant	Department of Local Services (DLS)	Evelyn is the stalwart rock that our staff relies on. Her professionalism, technical expertise, business acumen and compassion are always what our team needs. Her institutional knowledge and competency make our team able to perform at our best.	Colleague
Vince Webb	Administrative Specialist I	Department of Public Health (DPH)	Vince is always professional and sut serves every patient the same excellence all the time! I stand in "aaaaw" of him all the time but he certainly makes me feel like giving my 100% as well. I always ask Vince to teach these very special customer service skills are amazing & he should teach everyone his way it is super special! I actually started keeping all the kind words from each patient for one year and we will create a Living Tree somewhere on our walls with each kind words from our patients!	Co-worker
Danielle Hursh	Executive Secretary/Asst I	Department of Natural Resources & Parks (DNRP)	Danielle joined the Solid Waste Division in the midst of major changes and challenges. She has proven to be a quick study, insightful leader, and team player. Danielle exhibits King County's values in her daily actions and has proven to be a trusted partner for me to lead through these challenging times.	Director

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Rocio Godinez	Executive Secretary/Asst I	King County Sheriff's Office (KCSO)	Ms. Godinez is very knowledgeable about the department, which she deploys to ensure every interaction I have with her, she is able to help me or find a person who can help me. She keeps our division functioning, and goes above and beyond to make sure everyone has what they need to provide services for King County. Without her, and her "think outside the box" and "going the extra mile" attitude, I would be lost.	Supervisor within Division but not her supervisor
Michelle Pederson	Program Supervisor II	Department of Public Health (DPH)	Michelle is always helpful and she is the backbone of our Admin. team for the Plumbing and Gas Piping program.	Co-worker
Fabricio Alves	Administrator I	Metro Transit Department (MTD)	Fab joined Contracted Services team in February 2021 from his previous position with Public Health. In addition to learning a new role with our team during a period of social distancing and most team members teleworking he helped coordinate and implement moving CS Section from 8th floor to 3rd floor of King Street Center. Fab literally hit the ground running and quickly became an indispensable member of CS. Some of his many wonderful qualities include Fab's enthusiasm, intelligence and he is a world class communicator. He truly embraces all tasks as an opportunity to better serve King County residents for which I really admire him.	Peer
Lauren Rountree	Executive Secretary/Asst I	Metro Transit Department (MTD)	Lauren is always going out of her way to help and assist with last minute requests and urgent zoom catastrophes	Peer

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Q4-2021

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Rafael Munoz-Cintron	Legal Secretary	Prosecuting Attorney Office (PAO)	I appreciate Rafael for always stepping up to the plate. I can always count on him to fill in wherever he is needed, and to get the job done.	Supervisor
Helen Fung	Legal Secretary	Prosecuting Attorney Office (PAO)	Helen is an amazing part of our team! She has arguably the busiest desk of the legal secretaries in our section, and she does a tremendous job of keeping everything on track. All with a smile!	Supervisor
Mike Nicolay	Administrative Specialist	Metro Transit Department (MTD)	Mike has be a vital part of the Seattle Streetcar division who has work tirelessly to take care of all the employees here at Seattle Streetcar. He is fun, outgoing, attentive to detail and just an overall great person to be around. Aside from the work, Mike chats about football, biking, skiing, snowboarding, and everyday life experiences. He's someone all of us at Streetcar can really count on whenever you have a question, if he doesn't have an answer for you, he always has a way of finding out and following up.	Peer
Gabrielle Jacobsen	Bailiff	King County Superior Court (KCSC)	Ms. Jacobsen goes above and beyond in her organization of the court's records and customer service to litigants with hearings before the Judge.	Peer
Laura Willet	Administrative Specialist III	Department of Executive Services (DES)	Laura is always positive when tackling any task. She also seeks out detailed, accurate information which really increases the quality of the team.	Peer

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Q4-2021

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Jesusa Cruz	Administrative Specialist III	Department of Assessments (DOA)	She goes over and beyond the call of duty to assist everyone. She listens to customers with patience and empathy. She actively pursues streamlining processes, is detailed oriented while being customer service focused, and is a GREAT Team player.	Peer
Bikramjit Samra	Administrative Specialist III	Department of Executive Services (DES)	Bikram really shows his interest for the work within our team by applying himself and going out for new things to learn. His development has been motivation for myself and I hope he continues to strive for what he wants.	Peer
Andrea Larson	Administrator I	King County Executive Office (KCEO)	We couldn't be luckier to have Andrea on our team. She is a highly organized hard worker who is dedicated to getting things done with quality in mind.	Project/Program Manager
Keiley Ramseur	Executive Secretary/Asst II	King County Executive Office (KCEO)	Keiley voluntarily took on the role of planning our team building events, something that was incredibly challenging to accomplish due to the virus and our remote work. She makes virtual and in person events safe and fun, something we really need in our time of remote work!.	Project/Program Manager
Roger Bruckshen	Transit Admin Support Spec III	Metro Transit Department (MTD)	Roger is a lifesaver! He's a brilliant professional, trustworthy, and always willing to help. He's an Admin who knows his job really well. When I am unsure what to do, I can always rely on reaching out to Roger for answers. Thank you Roger for your support!	Peer

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Q4-2021

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Deborah Waugh	Administrative Specialist II	Department of Public Health (DPH)	Our team would not function without Deborah. She continues to bring our team together and has an unmatched work ethic. Our team is grateful and thankful for her everyday!	Peer
Angelique Peretzman	Administrative Staff Assistant	Department of Natural Resources & Parks (DNRP)	Thanks Angelique For Your Support!	Peer
Melody Latshaw	Administrator II	Department of Public Health (DPH)	Melody is invariably thoughtful, efficient, kind, and knows so much when it comes to all things administrative in Community Health Services. We are grateful for her skills and caring each and every time we turn to her for guidance, assistance, or direction to get things done not only within Public Health but also for all of the citizens our programs serve. Thank you, Melody. For you.	Peer
Ixta Lindsay	Transit Admin Support Spec II	Metro Transit Department (MTD)	Working with Ixta is a bliss! She's a go-getter and not afraid of new challenges. She recently took on a project to assist on a portion of our section meeting. She always graciously volunteer to assist when help is needed. I am so glad to have Ixta in our team. Thank you Ixta for everything you do!	Peer
Lisa Whitney	Administrator I	Metro Transit Department (MTD)	Lisa is an outstanding employee and public servant. She is the person in our division who simply KNOWS EVERYTHING, and we all benefit from her knowledge.	Peer

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Janis Ercambrack	Executive Secretary/Asst I	Metro Transit Department (MTD)	Even before COVID arrived, Employee Services' support functions were under-resourced to meet our division's needs. Yet, Janis strives to respond to "standard" requests while also capturing the many unique requests from team members who were also scrambling to respond to the fast-changing environment of COVID. She is also a calendar jenga wizard-- a skill that cannot be overstated in a virtual workplace! We are so very appreciative of Janis's efforts, support, and resilience. Thank you Janis!	Division Deputy and Director
Bryan Baird	Executive Secretary/Asst II	King County Executive Office (KCEO)	Bryan is always helpful, thinking ahead of the curve, and stepping in when needed (both visibly and invisibly). He is unflappable and kind to all.	Director
Ayesha Kelly	Executive Program Asst. III	King County Executive Office (KCEO)	Ayesha has been an amazing professional to work along side with. Her experience shows how commitment, passion, and can-do attitude can help you advance and help an ever larger group of people through an expanded role. She rocks!	Peer
Jenice Hart	Administrative Specialist III	Department of Local Services (DLS)	She is always there to help, never criticizes my stupid errors, and is determined to do a good job in a timely manner.	Peer
David Matsumoto	Executive Secretary/Asst I	Metro Transit Department (MTD)	David is incredibly organized and always professional. He is always willing to help and find answers when needed. David is the glue that holds us all together and I appreciate him so much!	Peer

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Q4-2021

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Sean Levias	Transit Admin Support Spec II	Metro Transit Department (MTD)	Sean is always willing to help even when requests come in last minute. He makes coming in to the office so much fun and welcoming. Sean you are incredible! Thank you for all that you do.	Peer
Vinh Tran	Transit Admin Support Spec III	Metro Transit Department (MTD)	Vinh's brain holds ALL of the knowledge. He is always organized and willing to help with last minute requests. Plus he is hilarious and makes us all laugh. Thank you Vinh!	Peer
Sondra McCaw	Administrative Assistant II	Metro Transit Department (MTD)	Sondra is always willing to assist with my last minute requests. She has incredible insight and a keen eye for editing. Thank you for all that you do Sondra!	Peer
Calana Chance	Administrator I	Metro Transit Department (MTD)	Calana is an incredible addition to our team. She is organized, professional and always willing to assist with finding answers when we are in a panic. Thank you for all that you do Calana!	Peer
Deborah Waugh	Administrative Specialist II	Department of Public Health (DPH)	Deborah is one of the kindest, most supportive, and more helpful administrative assistants with whom I have ever worked. She is incredibly responsive, competent, and invested colleagues, and I am daily grateful for all she does for our team to keep us humming so we can serve children, families, and child care providers in the community. Truly, Deborah, thank you for you.	Supervisor

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Q4-2021

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Ramika Toms	Confidential Secretary I	Department of Community & Human Services (DCHS)	Ramika is quiet competence personified. Not only does she easily manage myriad administrative tasks but over her two years w/ the Division has become a relied upon confidant for many on our team. Ramika routinely steps in to support an individual or a task, actions that are well beyond her required duties as confidential secretary	Director
Gina Lin	Administrative Specialist II	Department of Local Services (DLS)	Gina Keeps our office running even in Her part time capacity. I couldn't do My job Without her.	Crew Chief
Jennifer Oxier	Administrative Specialist III	Department of Adult & Juvenile Detention (DAJD)	Jennifer provides service every single day with a smile. Jennifer consistently goes out of her way to ensure everyone is treated with dignity and compassion. I enjoy working along such a kind and hard working professional.	Peer
Kaysone Kongsy	Confidential Secretary I	Department of Adult & Juvenile Detention (DAJD)	Kay's smile is infectious, her willingness to help and do so with enthusiasm deserves a shout out! I appreciate Kay's desire to always make sure our questions are answered and goes above and beyond to find an answer if she does not know. I admire Kay's desire to learn and understand the various elements of our department. Kay is a pleasure to work with.	Peer
Rhonda Mendel	Confidential Secretary II	Department of Information Technology (KCIT)	Rhonda embodies the true north and values of King County in words and deeds. She shows the importance of administrative professionals to the employees and communities we serve.	Director

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Charlene Sellhast	Administrator II	Department of Information Technology (KCIT)	Charlene Sellhast represents the glue of an organization and she handles business. She keeps the Technology Group up-to-date on all things important to KCIT. Charlene is an asset to KCIT and deserves this recognition.	Director
Jennifer Broadus	Administrator II	Department of Information Technology (KCIT)	Jennifer Broadus represents growth, development and curiosity. She brings enthusiasm and energy to her craft, and as a result, has grown tremendously. Jennifer, your best is yet to come!	Director
Mahak Chopra	Administrative Specialist III	Department of Information Technology (KCIT)	Mahak Chopra is exemplary in her craft and a consummate professional. She learns and grows each and every day. Mahak has an amazing future ahead of her!	Director
Ithica Nolan-Williams	Administrative Specialist II	Department of Natural Resources & Parks (DNRP)	Ithica is a motivated individual bringing vast experience and wisdom to her work. Adept at leaning processes, she gets things done. As a team member, I know I can count on her to show up, to chip in beyond expectations, and tackle anything that lies before us. She is fearless and willing to engage in any new process as long as she's learning. I love working with Ithica. She's a bright spot in my life here at King County.	Peer
Talia Ocampo	Administrative Specialist II	Department of Public Health (DPH)	Talia is always cheerful and willing to help. Talia does an exceptional job assisting when asked to help no matter which office she is working at.	Co-Worker

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Samantha Crowe	Administrator I	Department of Information Technology (KCIT)	Samantha Crowe is the glue that keeps KCIT humming along. She is warm, helpful and positive professional that goes above and beyond for KCIT. Samantha is such an asset to this organization. Thanks Sam for all you do for us!	Director
Karen Dyer-Clements	Administrative Specialist III	Department of Information Technology (KCIT)	Karen Dyer-Clements is a professional that keeps the Radio Shop on task. She is a valued team member and outstanding person who exemplifies King County values. Karen, thanks for all your contributions.	Director
Dorcas Olegario	Administrative Specialist III	King County Superior Court (KCSC)	Dorcas is always positive and upbeat. She looks our for her coworkers and is willing to help out with any agency event. She responds quickly to requests for data and information and is a pleasure to have in the unit.	Supervisor
Kimberley Rosenstock	Administrative Assistant	King County Superior Court (KCSC)	Kim is a hardworker and an asset to everyone who works in Juvenile Court Services. She tirelessly answers our questions, no matter how many times we have to ask, and is always willing to help out. She has devoted a tremendous amount of time to supporting our mission and vision.	Peer
Betty Jimerson	Administrative Specialist II	King County Superior Court (KCSC)	Betty is a joy to work with. She cheerfully supports a number of events and is responsive to requests. Betty is dedicated to helping our court be a more supportive environment for all.	Peer