

# ADMINAWARDS®

JUST BECAUSE ADMINISTRATIVE PROFESSIONALS ARE BEHIND THE SCENES,  
**DOESN'T MEAN THEY SHOULD BE INVISIBLE.**

Join us for the 9th Annual Celebration of Administrative Excellence  
at the Admin Awards – Silicon Valley & San Francisco Bay Area Region.

JUNE 14 | HYATT REGENCY BURLINGAME | 6:00– 9:30 PM



DocuSign

Keith Krach, CEO & Chairman (former), DocuSign, celebrates Daniela Bin-Oteiza, recipient of the Loyalty Award at the Admin Awards.

GILEAD

Recurly

Southwest



# NOMINATE & CELEBRATE YOUR EXTRAORDINARY ADMINISTRATIVE SUPPORT THROUGH THE ADMIN AWARDS

From NASA's trailblazers to Fortune 500 titans, CEOs steering small to mid-sized companies, and leaders across nonprofit and government sectors—organizations of every size and stature trust the Admin Awards to honor and celebrate their invaluable Administrative Professionals.

The Admin Awards was created in 2012 by the proud daughter of a retired Executive Secretary. Today, it operates across the country and is considered the highest honor in the Administrative Profession, often referred to as the 'Academy Awards for Admins'.

## HOW THE ADMIN AWARDS WORKS:

- 1 Nominate Administrative Professionals in any of the 9 categories by May 3rd at [adminawards.com](http://adminawards.com). Thanks to our National Sponsors Southwest Airlines and Beacon, there is no fee to nominate.
- 2 Upon submitting, your Nominee will receive notification of their nomination – a significant career-defining moment!
- 3 An independent board of judges determine Finalists and Winners in each award category.
- 4 All Nominees are honored and celebrated at the 'Good as Gold' Gala with exclusive gifts and prizes. Finalists are revealed and the 9 Admin Awards Winners are announced.
- 5 Secure early bird tickets by May 15th at [adminawards.com](http://adminawards.com). Individual tickets, tables and sponsorship options are available to meet every budget.



Founder, Sunny Nunan and her Mother, Jeannette Castellano who retired just shy of her 80th birthday from the Administrative Profession

## WHO PARTICIPATES?

Companies of every size and stature participate in the Admin Awards across all industries, recognizing the backbones of their success – Administrative Professionals. To view a list of participating companies visit:

[info.adminawards.com/svsf-participating-companies](http://info.adminawards.com/svsf-participating-companies)





## AWARD CATEGORIES

THE COLLEEN BARRETT  
AWARD FOR ADMINISTRATIVE  
EXCELLENCE

THE ABOVE THE  
CALL AWARD

THE ACHIEVER  
AWARD - INDIVIDUAL

THE TEAM ACHIEVER  
AWARD - FOR TEAMS

THE ADMINISTRATIVE  
EXCELLENCE IN PUBLIC  
SERVICE AWARD

THE LEADERSHIP  
AWARD

THE LOYALTY  
AWARD

THE SPIRIT  
AWARD

THE STRATEGIC  
PARTNERSHIP AWARD

THE FOUNDER'S AWARD  
for organizations that  
create an exceptional  
work-environment for  
Administrative Professionals'

## ADMIN AWARDS CATEGORIES:

Choose from nine distinct awards that embody the multi-faceted role of the modern-day Administrator. The program's highest honor, is The Colleen Barrett Award for Administrative Excellence, named after Colleen Barrett, the legendary Executive Assistant who later became President & COO of Southwest Airlines alongside Herb Kelleher, the airline's founder. Discover the different award categories and their respective criteria at [adminawards.com/awards-and-eligibility](https://adminawards.com/awards-and-eligibility).



Southwest

## THE ADMIN AWARDS 'GOOD AS GOLD' GALA

The Admin Awards 'Good as Gold' Dinner Gala is a prestigious five-star event where Nominees, Leaders, and supporters come together to celebrate Administrative Excellence. This gala embodies the essence and importance of the administrative profession and honors those who contribute to it.

### EVENT TRADITIONS INCLUDE:

- **Team Spirit Competition** - Companies showcase enthusiastic support for their Nominees, vying for the coveted Team Spirit prize.
- **Good as Gold Contest** - Top 'Good as Gold' outfits contend for prizes valued at \$500 or more.
- **Nominee's Video Tribute** - Executives and coworkers showcase their lip-syncing and dancing talents, performing to a theme song that celebrates their Nominee and kicks off the Awards Gala.'

### WHAT YOUR NOMINEE WILL EXPERIENCE

*An Exclusive Red Carpet, VIP Experience Featuring:*

- A high-value commemorative gift upon arrival
- Admin-only Major Prize Drawings valued at a minimum of \$500
- Showcase on our 'Warhol' Nominees Wall of Fame



San Francisco 49ers Sourdough Sam makes a surprise appearance at the Admin Awards





# SILICON VALLEY & SAN FRANCISCO BAY AREA REGION

SERVING  
NORTHERN CA.  
INCLUDING:

SAN FRANCISCO

SAN JOSE

SAN MATEO

SUNNYVALE

SANTA CLARA

PALO ALTO

OAKLAND

BERKELEY

SAN LEANDRO

HAYWARD

FREMONT

MILPITAS

MENLO PARK

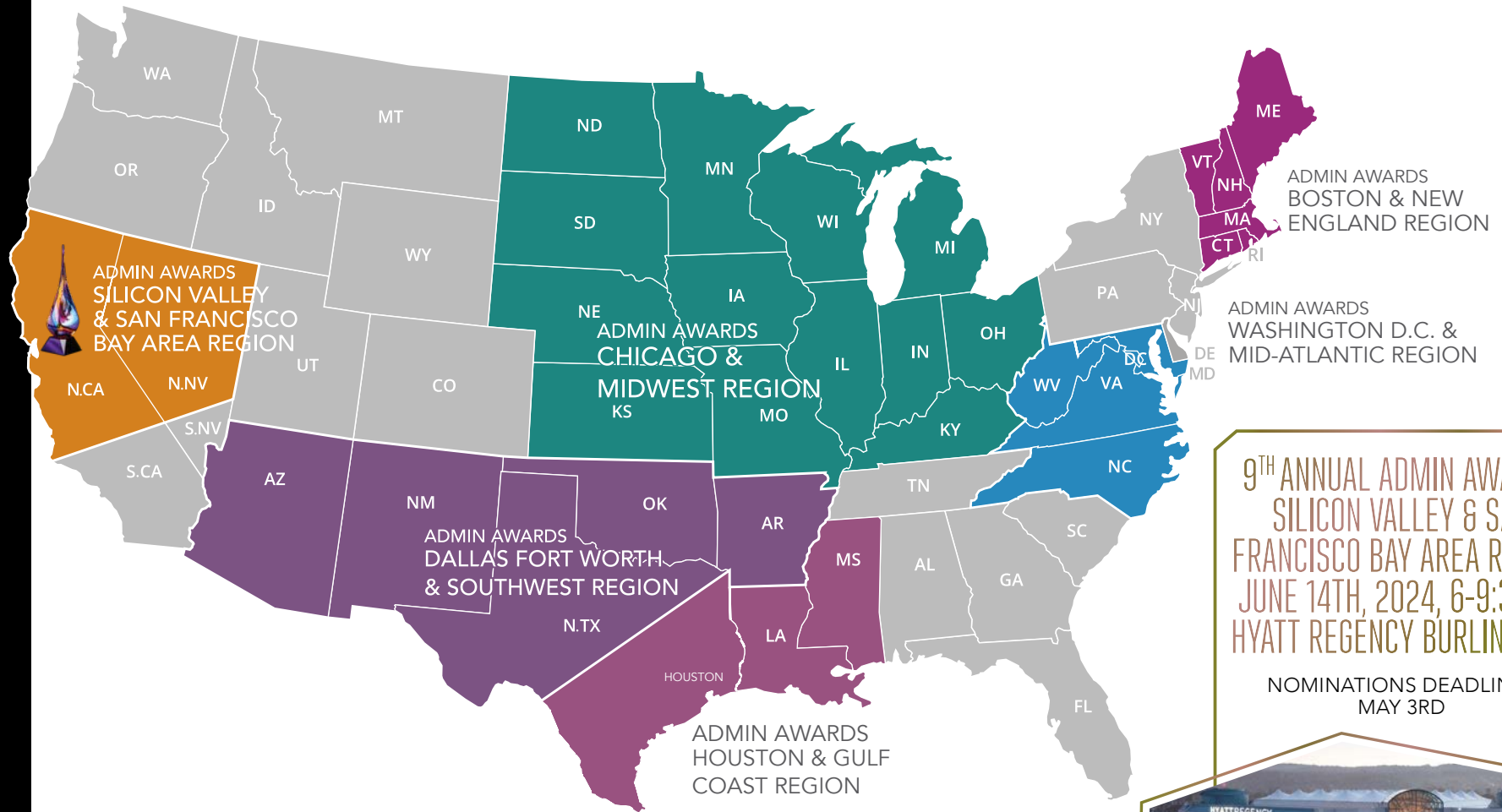
MOUNTAIN VIEW

CAMPBELL

CUPERTINO

FOSTER CITY

The Admin Awards is excited to welcome organizations from throughout **Northern California** to the 9th Annual Admin Awards 'Good as Gold' Gala serving the Silicon Valley & San Francisco Bay Area Region. Regardless of where you are located, your organization is encouraged to participate in any Admin Awards region.



9<sup>TH</sup> ANNUAL ADMIN AWARDS  
SILICON VALLEY & SAN  
FRANCISCO BAY AREA REGION  
JUNE 14TH, 2024, 6-9:30PM  
HYATT REGENCY BURLINGAME

NOMINATIONS DEADLINE:  
MAY 3RD



## HOTEL BLOCK

[adminawards.com/silicon-valley-san-francisco-bay-area-region/](https://adminawards.com/silicon-valley-san-francisco-bay-area-region/)

## NOTHING COMPARES TO THE MAGNITUDE OF THE ADMIN AWARDS!

- Joan Burge, Founder & CEO  
at Office Dynamics International

From the moment I walked in, to the moment I left, I felt like a winner no matter whose name was called. This event made every admin in the room feel important & that's what stood out for me.

- Kathy Mendez, Executive Assistant at Intel

## WINNING AN ADMIN AWARD WAS THE PINNACLE OF MY CAREER.

- Kathleen Earley, Executive Administrator  
to the President & CFO, Salesforce

What a night! It feels wonderful to not only be celebrating our profession amongst peers but also be treated as a VIP...I encourage all admins to join one of these events!

- Elisabeth Hamon, Executive Assistant  
to the CEO with Logitech

This was my first Admin Awards event.

## IT WAS MAGICAL

It is a unique feeling being the focus of such a glamorous gala rather than a behind-the-scenes person.  
Thank you.

- Laura Jolin, Executive Administrator,  
Analog Devices

The Good as Gold Gala is a true celebration of support, admiration, and respect shared amongst true professionals in a field that is so deserving of recognition.

- Desiree Hoo, Senior Engineering Aid  
at City of San Leandro

I've been to a number of such type events, although not for administrators, and this was

## ONE OF THE BEST RUN EVENTS I HAVE EVER ATTENDED

- John Chambers, Chairman, Cisco

To watch a group of professionals speak on the passion, and great joy, of the all-encompassing details of an Executive Administrator is inspiring, as a start---then... Amazing!

- Jacques Rachal, Director of Business Travel  
at The Clift Hotel, San Francisco

## THE AWARDS EVENT WAS TRULY INSPIRING!

- Gerald Broas, Art Director at KnackApp.com

Highly recommend this event be a must attend at least once in every admin's career!

- Laurae Campbell, Supervisor, EA to the CEO  
at Pacific Gas & Electric Corporation

## THE ADMIN AWARDS IS BRILLIANT! JUST BRILLIANT!

- Keith Krach, Chairman (Former) DocuSign

# NOMINATE NOW

Not ready yet? Click [here](#) to learn more