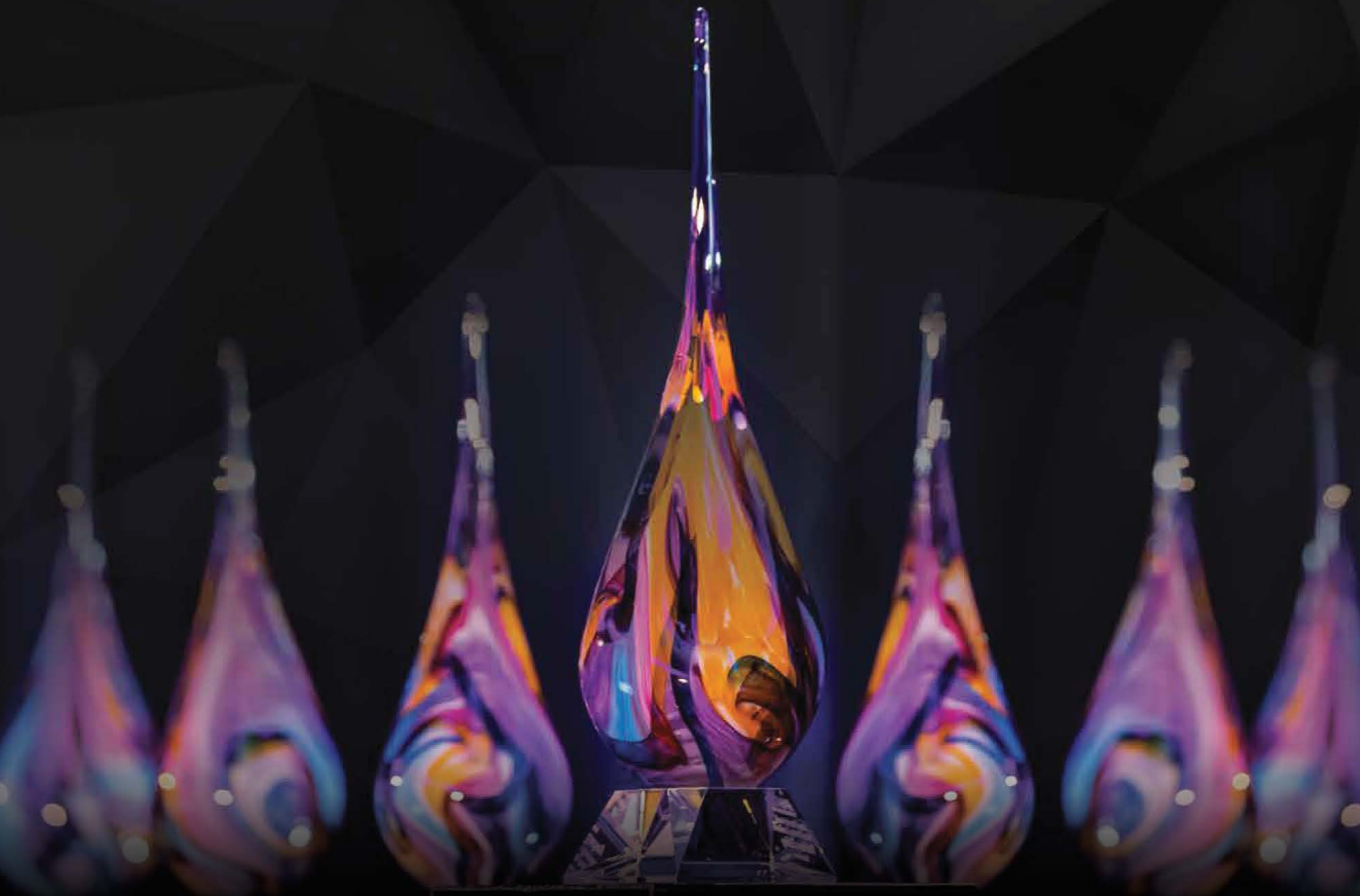


SILICON VALLEY | MARCH 3

# ADMIN AWARDS<sup>®</sup>

THE ADMINISTRATIVE PROFESSION'S  
HIGHEST HONOR



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# A LETTER FROM THE ADMIN AWARDS



The 2023 Silicon Valley 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 Silicon Valley 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 Silicon Valley 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 Silicon Valley's Administrative Professionals!

**Eric Trautmann**

Senior Vice President, Strategic Partnerships

## 2023 JUDGES

**Suzanne Ferris**  
Stanford

**Anuj Sehgal**  
Bay One

**Pam Gerber**  
The Fibroid Institute of Dallas

**Sherry Parsons**  
Retired, Cisco

**Jill Stanghellini**  
Free Wire Technology

**Janet Roberson**  
Retired, Juniper

**Dennis Young**  
Retired Sales & Marketing Executive

**Alanna Disque**  
West Monroe

**Amber Rice**

**Brian Martin**

## 2023 ADVISORY BOARD

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## COLLEEN BARRETT AWARD FOR ADMINISTRATIVE EXCELLENCE

### RIKA TANAKA

EXECUTIVE ADMINISTRATIVE ASSISTANT,  
APPLIED MATERIALS



Rika Tanaka is Executive Administrative Assistant at Applied Materials, and in her nearly three decades at the company, she has built a reputation as a consummate learner. She is a member and leader in the company's Quality in Administration (QIA) organization, continually partners with functional teams to keep apprised of the latest and greatest methods in technologies, methodologies and practices, and consistently exceeds the annual training requirements by identifying ways to bolster critical skills such as communication, problem-solving, project management and leadership. But Rika's not just an incredible student – every day, she teaches others what it means to live the company's core values. She is a committed, proactive and responsive partner to her leader's needs; collaborates closely with other Executive Assistants across business groups to gain alignment and train and share best practices to enable flawless execution; and goes above and beyond without complaint or hesitation when challenging situations arise. Whether internally or externally, Rika always leaves people feeling good about their interaction with her and Applied Materials in general.

### FINALISTS



**Pat Burleigh**  
Cadence Design  
Systems



**Juliette Gomez**  
Juniper Networks



**Heather Hill**  
Aria



**Carmelo Neal  
Faller**  
Intel

## 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.**

JEANNETTE CASTELLANO  
*Lifetime Achievement*  
AWARD

RECIPIENT

JOAN  
BURGE



ON MARCH 3, 2023

**Joan Burge received the Jeannette Castellano Lifetime Achievement Award.**

Joan's Administrative Professional career began in 1971, and over two decades, Joan was an Assistant at 12 different companies across five states. It was in the late 80s that Joan was searching for a training resource that would help her refine her skills as an Administrative Professional, but with no success. In 1990, Joan started Office Dynamics to provide in-depth on-site training to secretaries, administrative assistants, executive assistants, and administrative support staff. It was the first company of its kind, dedicated to training Administrative Professionals.

**And wow, has she been busy since. To date, Joan has:**

- Authored 8 Books
- Produced 350 Educational Videos
- Created 3 Professional Designation Courses
- Coached over 300 + EA teams
- Has written over 500 Articles
- Hosted 100+ webinars
- Held over 30 annual conferences
- Has designed Over 250 Stand Alone courses
- And has been hired by over 100 Fortune 500 Companies

For these reasons and so many more, please join us in celebrating Silicon Valley's 2023 Jeannette Castellano Lifetime Achievement Award Recipient, Joan Burge!



# ADMIN AWARDS<sup>®</sup> SILICON VALLEY

## Applied Materials Congratulates our 2023 Admin Awards Nominees



Joy Admana  
The Spirit Award



Karlee Cazares  
The Achiever Award



Angellee Choi  
The Above the Call Award



Aloha DeGuzman  
The Achiever Award



Patti Frazer  
The Above the Call Award



Rachael Gifford  
The Spirit Award



Jennylyn Jaro  
The Spirit Award



Susan McCauley-Kelly  
The Achiever Award



Tracey Medlin  
The Spirit Award



Catherine Murphy  
The Above the Call Award



Maritess Nguyen  
The Strategic Partnership Award



Beth Paras  
The Above the Call Award



Ruth Perez (Castro)  
The Above the Call Award



Amy Qura  
The Loyalty Award



Kathleen Romero  
The Spirit Award



Nuria Root  
The Spirit Award



Betzi Ruiz  
The Loyalty Award



Kay Shears  
The Above the Call Award



Alison Sowell  
The Above the Call Award



Jessica Tack  
The Achiever Award



Sonja Taddie  
The Spirit Award



Rika Tanaka  
The Colleen Barrett Award for  
Administrative Excellence



# GOOD AS GOLD

## BEST OUTFIT PRIZE DRAWING



WINNER: SHERRY BUIE

SPONSORED BY: **GlobalLogic**<sup>®</sup>  
A Hitachi Group Company

# GOOD AS GOLD

## TEAM SPIRIT PRIZE



WINNER:

APPLIED MATERIALS

# CONGRATULATIONS!

## NUTANIX

Recipient of the

## FOUNDER'S AWARD

for Creating an Exceptional Work Environment  
for Administrative Professionals

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Career Advancement                           | <input checked="" type="checkbox"/> Recognition                 |
| <input checked="" type="checkbox"/> Career Pathing                               | <input checked="" type="checkbox"/> Executive Sponsor           |
| <input checked="" type="checkbox"/> Positive Leadership Environment              | <input checked="" type="checkbox"/> Internal Admin Organization |
| <input checked="" type="checkbox"/> Ownership & Leadership of Important Projects | <input checked="" type="checkbox"/> Professional Development    |

## LEADERSHIP AWARD

## FINALISTS

### WINNER



### ELISABETH HAMON

EXECUTIVE ASSISTANT,  
LOGITECH

In her role as Executive Assistant at Logitech, Elisabeth Hamon brings passion, integrity, hard work and valuable insights to everything she does. In her 16 years assisting vice presidents, executive vice presidents in the Enterprise Software industry, and now the chief executive officer and board of directors for Logitech, Elisabeth's creative mind, positive spirit and maturity have allowed her to

embrace challenges and transform them into opportunities to go above and beyond for her teams. As an example, she built a career development program for women to improve gender diversity and increase confidence, visibility and leadership skills. Elisabeth never tires of adding to her day-to-day responsibilities, volunteering for special assignments whenever they arise. For instance, she conceived, designed and facilitated workshops to expand enterprise software developers' understanding of end-user needs and abilities on the topics of design thinking, gamification and desirability. Elisabeth truly understands the value Admins bring to a company and has made it her mission to unlock the power of the profession.



**Jacqueline Dupont**  
Analog Devices



**Ruby Lopez**  
Western Digital



**Stacy Opitz**  
Granite Construction



**Alison Sowell**  
Applied Materials



**Giuliana Tomatis**  
Workday



**Jessica Velasco**  
Intuit

## ACHIEVER AWARD

## FINALISTS

### WINNER



### JODIE LEEMANN

BUSINESS MANAGER,  
GRANITE CONSTRUCTION

As Business Manager at Granite Construction, Jodie Leemann manages 13 administrators as her direct reports and despite the superstitious number, the group counts themselves as nothing but lucky to have Jodie as their superhero supervisor. To say she's one-of-a-kind is literally true - the Business Manager position was created for Jodie to recognize her unique contributions to

Granite. Jodie excels at everything, from approval reviews of all construction subcontracts and billings to journal entry and credit card expense reviews to salaried time coding, cash sheet processing and fuel audits. Even with all of her assigned responsibilities, she never turns down a request for help and is a stranger to the phrase "that's not in my job description." Jodie is a no-nonsense, practical problem solver who has high expectations for her team and herself. She consistently models the company values and her nearly four decades of work ethic and dedication have helped make Granite what it is today.



**Miranda Adams**  
Analog Devices, Inc.



**Kristen Casey**  
Nutanix, Inc.



**Caroline Chu**  
Synopsys



**Aloha DeGuzman**  
Applied Materials



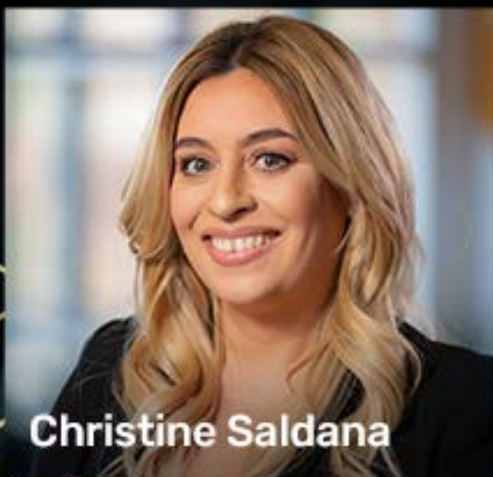
**Janis Ng**  
Cadence Design Systems



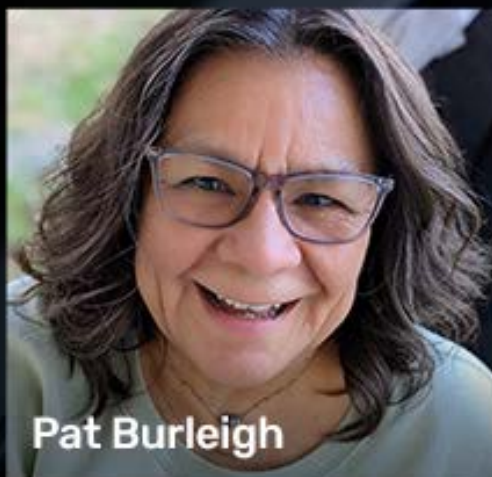
**Sonja Taddie**  
Applied Materials

cadence

**Congratulations**  
to our Admin Award Nominees!



**Christine Saldana**



**Pat Burleigh**



**Janis Ng**

LOYALTY AWARD

FINALISTS

WINNER



**PAT BURLEIGH**  
 SENIOR EXECUTIVE ADMINISTRATOR,  
 CADENCE DESIGN SYSTEMS

Pat Burleigh is Senior Executive Administrator at Cadence Design Systems, where she extends her talents to all areas of the organization. In addition to her many daily responsibilities, Pat earned a certification in 2022 as a Sustainability Champion for her commitment to helping Cadence be a socially responsible company, and she played a pivotal role in the company's Latinx celebration, where she inspired employees with her personal story. She exudes confidence, establishes collaboration, acts with integrity, and is reliable, intelligent and empathetic. Pat is comfortable dealing with senior internal and external contacts, is highly professional in supporting her leaders, and is always available as needed even outside of normal working hours. In addition to working tirelessly to build a great administrative team, Pat also advocates for the larger team, including peers, salespeople and technical engineers. She holds herself and others to the highest standards and is a true ambassador for the importance of human connection and collaboration.



**Susan Corkill**  
 Granite Construction



**Melissa Dang**  
 County of Santa Clara-Santa Clara Valley Healthcare-VMC



**Cynthia Fontenot**  
 Synopsys, Inc.



**Vicky Ponciano**  
 Analog Devices



**Betzi Ruiz**  
 Applied Materials



**Heidi Schumacher**  
 Analog Devices



**Angela Walker**  
 Juniper Networks

**LATTICE SEMICONDUCTOR**

**THANK YOU, BARBARA!**

For going above and beyond in all you do!

Love, Team Lattice

**Barbara Faxon**  
 "Above the Call" Award Nominee

**Lam RESEARCH**

Lam Research congratulates Alma Castillo, Brenda O'Neal, Mimi Salomon, and Bronya Simms-Martin on becoming 2023 Admin Award nominees!

Let's *prove it.*™

We recognize our admin community and their contributions to our success.

**NUTANIX**

**Congratulations**  
 2023 Silicon Valley Admin Awards Nominees

Thank you for your endless commitment to excellence.

**Julie Dang**  
 Above the Call Award

**Kristen Casey**  
 Achiever Award

**Deanna Tran**  
 Spirit Award

**Christine Page**  
 Above the Call Award

**Nutanix, Inc.**  
 Founders Award Nominee

**Donna Capriotti**  
 Leadership & Strategic Partnership Awards

**Engineering/Marketing Admin Team**  
 Team Achiever Award



## SPIRIT AWARD

## FINALISTS

### WINNER



### **NURIA ROOT** EXECUTIVE ASSISTANT, APPLIED MATERIALS

As an Administrative Assistant at Applied Materials, Nuria Root epitomizes energy, demonstrating a perseverance, ownership and can-do attitude that inspires all those who interact with her. In addition to expertly planning and executing service and birthday recognitions, Nuria volunteers every year to be team captain for the company's annual charity contribution event, arranging a series of daily activities over four weeks to bring awareness to the local food bank and the needs of the community and to coordinate the collection of contributions. In fact, there's nothing that seems to be outside the scope of her desk. Nuria is a team player who conveys approachability and friendliness and always keeps employees engaged and morale high. As a supporter of the Veterans Employee Resource Group, she helps prior military employees transition into the Applied Materials environment while also assisting local veteran support groups in the community. It's no wonder her team says it would be impossible to ask for a better Admin.



**Maria Corral**  
Granite  
Construction



**Jessica DeSantiago**  
Western Digital



**Erosalyn Deveza**  
Western Digital



**Jennylyn Jaro**  
Applied Materials



**Sarah Kaiser**  
Juniper Networks



**Deanna Tran**  
Nutanix, Inc.



**Brandy Vargas**  
Juniper Networks

# Because of YOU, Intuit is better.

Congratulations to our 2 amazing nominees!



**Kelli Dunn**  
Spirit Award



**Jessica Velasco**  
Leadership Award

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## GREATNESS RECOGNIZED

**Congratulations to all the Silicon Valley Admin Awards Nominees!**

As a national partner of the Admin Awards, Robert Half is proud to recognize these extraordinary individuals.

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## TEAM ACHIEVER AWARD

## FINALISTS

### WINNERS



### VTA ENGINEERING & PROGRAM DELIVERY DIVISION ADMIN LEADERSHIP TEAM

The dynamic duo of Debrah Magqoka, Executive Assistant, and Rebecca De Leon, Senior Management Analyst, have become known as VTA's "unofficial CEOs," largely due to their flawless handling of details both big and small. When VTA declared a state of emergency due to the pandemic in March 2020, most employees shifted to the work-from-home environment, leading Debrah and Rebecca to develop an administrative support framework that is the envy of any organization. They created portals for capital projects that allow for online collaboration, as well as an internal site on Sharepoint to share division-focused updates ranging from technical information to fun photos and other morale boosters. When VTA was hit with a cyberattack and a mass shooting emergency, many of the protocols that Debrah and Rebecca helped to implement during COVID-19 were invaluable in mitigating the impact of those events on the division's daily operations. While the adage that everyone is replaceable may be true, Debrah and Rebecca are the closest possible example of what it means to be irreplaceable.



**Estelita Banzon**  
Nutanix  
Engineering/  
Marketing Team



**Julie Dang**  
Nutanix  
Engineering/  
Marketing Team



**Sara Hilton**  
Nutanix  
Engineering/  
Marketing Team



**Ariana Morante**  
Cvitanic  
Nutanix  
Engineering/  
Marketing Team

## STRATEGIC PARTNERSHIP AWARD

## FINALISTS

### WINNER



### DONNA CAPRIOTTI SENIOR EXECUTIVE ASSISTANT, NUTANIX, INC.

Donna Capriotti is Senior Executive Assistant, Operations, at Nutanix, although a more appropriate title might be Wonder Woman. She is a true partner to the executives that she supports, not only ensuring that schedules and priorities are set, but also providing expertise on large projects and initiatives and proactively taking on special projects.

Donna also serves as a sounding board to her leaders as they weigh choices and actions. Though she already has too many strengths to enumerate, Donna constantly looks for ways to improve her own performance and output, and regularly provides improved versions of the processes and tasks that she manages. The most amazing part is that she makes it all look so easy - the sense of confidence that the Nutanix team feels knowing that Donna has all the bases covered is immeasurable. Through a combination of passion, innovation and openness to new ideas, Donna truly allows all those who work with her to thrive.



**Kathy Mendez**  
Intel



**Brenda O'Neal**  
Lam Research  
Corporation



**Fabiana Rebordao**  
SugarCRM



**Bronya Simms-Martin**  
Lam Research  
Corporation



**Keliann Spjut**  
Western Digital

# Granite Construction Congratulates ALL THE NOMINEES OF THE SILICON VALLEY ADMIN AWARDS

Incorporated since 1922, Granite (NYSE:GVA) is one of the largest diversified construction and construction materials companies in the United States, as well as a full-suite construction provider.  
[graniteconstruction.com](http://graniteconstruction.com)



We are proud to recognize these outstanding individuals!

**Dianne Carlisle**, Estimating Assistant  
ABOVE THE CALL

**Susan Corkill**, Estimating Assistant  
LOYALTY

**Maria Corral**, Subcontracts Administrator  
SPIRIT

**Jodie Leemann**, Business Manager  
ACHIEVER

**Stacy Opitz**, Office Manager  
LEADERSHIP

**WINNER**



**ARACELI LEON**  
EXECUTIVE ADMINISTRATIVE ASSISTANT,  
WESTERN DIGITAL

Araceli Leon is Executive Administrative Assistant at Western Digital Corporation, where she has perfected the recipe for bringing people together – and not just with her amazing salsa! Whether she’s arranging a Lunar New Year function in Silicon Valley, taking care of an executive off-site in Phoenix, arranging an employee meeting in Japan or a charitable event in India, you always know it’s an Araceli-coordinated event due to its style and elegance. At any given moment, she helps respond to and coordinate with the White House, governors, ministers from different countries, CEOs of Fortune 500 companies, and dignitaries and luminaries – and she does it all with poise, courtesy, respect and decisiveness. Araceli’s ability to champion and connect to the diversity that is so vital to Western Digital’s company culture is one of the many reasons she is a pleasure to work with, and she is universally respected and admired for her dedication and service to the organization.



**Dianne Carlisle**  
Granite  
Construction



**Barbara Faxon**  
Lattice  
Semiconductor



**Rebecca Marty**  
Patient Square  
Capital



**Nikki McCarthy**  
AlfaTech



**Christine Page**  
Nutanix, Inc.



**Beth Paras**  
Applied Materials



**Ruth Perez (Castro)**  
Applied Materials



**Christine Saldana**  
Cadence Design  
Systems



**Nohemi (Mimi) Salomon**  
Lam Research  
Corporation



**Brenda Van Meter**  
East Valley  
Water District

**Congratulations to our nominees!**

**Juliette Gomez, Sarah Kaiser, Brandy Vargas, Angela Walker**

We value your continued dedication to being bold, building trust, and delivering excellence.



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**Congratulations to the Nominees!**

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– William Thackeray

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