

**Administrative Professionals Quarterly Recognitions
Q2 2023 (April-June)**

Admin Recognized	Classification	Department	Recognition	Relationship to Admin
Rosibel Bernal	Administrative Specialist II	Department of Public Health (DPH)	Rosibel, welcomed me back to work after being off for 2 whole years. Rosibel was so helpful and patient with me. Rosibel made sure I had all my training materials and she kept checking in with me to see if I was comfortable or had any questions.	Peer
Julia Caceres	Administrator II	Department of Public Health (DPH)	Suzi was very helpful to me while training me in Family Planning. Making sure that we covered all bases. Suzi makes sure that we document everything. Suzi also shared her talent with me not just holding on to all information. It takes a TEAM effort to WIN! Thank you Suzi for your patience while training me with all the new upgrades to EPIC.	Peer
Ludivina Cadena	Administrative Specialist III	Department of Adult & Juvenile Detention (DAJD)	Ms. Ludi is an outstanding team member. She always goes above and beyond to support our team of officers, sergeants and captains. Ms. Ludi is extremely helpful and always goes the extra mile. Her work performance is superior and she is an outstanding member of my team!!! I am very grateful for her everyday!!!	Manager
Traci Case	Executive Assistant 1	Department of Adult & Juvenile Detention (DAJD)	Traci's attention to detail and reliable attendance continues to lead the way as a valuable King County employee. Pivoting through very difficult times she continues to balance her workload while building strong relationships though out the county. "We are one team" could easily be posted above her doorway.	Manager

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Julie Chung	Administrative Specialist III	Department of Public Health (DPH)	Julie is a SUPER STAR! When coming back into the office setting there was several EPIC updates. I took the assessment test 2 times with errors. I somehow didn't understand the process. So I was like I must understand the process. So, when I arrived at Kent family planning Mrs. Chung Julie, I approached her in her office, explaining my concerns. Julie immediately stated that she would be more than happy to show me the correct process in "PENDING" insurance. fact she even shared with me that there are 3 types of "PENDING" that can be done in EPIC with again, sharing and showing me the process. So today I am more the honored to give this shoot out to Julie! I feel so much better and today I am confident in my work. THANK YOU, JULIE KEEP, BEING THAT SUPER STAR TO KING COUNTY PUBLIC HELATH- WIC/MSS/FAMILY PLANNING.	Peer
Denise Dickinson	Administrative Specialist IV	King County Sheriff's Office (KCSO)	There is no task that Denise shies away from. She's been with our unit for just a short time, but she has taken a great interest in learning all the different aspects of the AFIS program. She has learned a great deal and has made herself a valuable part of the team. for everything you do. Denise has a contagious enthusiasm for teamwork and getting things accomplished. Denise's ensures that the needs of AFIS staff and customers are always met. Thank you, Denise!	Manager
Angela Dickson	Administrator III	Department of Natural Resources & Parks (DNRP)	Angela stays on top of things and is able to keep track of various processes and transactions, which changes on a daily basis.	Peer

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Linda Eaves	Administrator I	Metro Transit Department (MTD)	Linda is an essential member of our team. She is very detail-oriented and uses her extensive knowledge of operation and business processes at Metro to help us get what we need as seamlessly as possible. She acts with professionalism, even under pressure or handling multiple competing deadlines. Using excellent communication skills, she assists myself and two chiefs on the team to meet needs promptly and effectively while navigating complex office demands. She is the kind of person who goes above and beyond to make sure everything is running smoothly and is willing to reach out for help and learn new skills as needed. Her unwavering commitment to promoting diversity, advocating for underrepresented groups, and dismantling systemic biases is inspirational, and she consistently seeks ways to create meaningful change at work. Thank you, Linda, for all that do for team.	Supervisor
Linda Eaves	Administrator I	Metro Transit Department (MTD)	Linda is continually identifying ways to do things better. For example, she recently took the initiative to set up Procurement Office Hours to help our teams learn how to purchase things correctly, and to answer any questions they might have. She also is exploring new tech tools to help us better schedule coverage in the Transit Control Center (for the CITRS team). I appreciate Linda's enthusiasm for continuous improvement, and for sharing her knowledge!	Manager

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Marcel Glenn	Veteran Fellow	King County Council (KCC)	Our hearing examiner office had a couple appellants who mistakenly showed up to the courthouse for their remote Zoom hearing. They were non-English speakers. They were met by Marcel, and he kindly set them up with a conference room and assisted them by dialing into their hearing. After their hearing, Marcel escorted them out. Marcel showed empathy and excellence in customer service and went above and beyond.	Co-worker
Patti Gravel	Administrator II	Department of Community & Human Services (DCHS)	Patti is the backbone of this organization. She is always available to assist staff with their immediate needs and she does so with a smile! She is consistent, she is present, she is powerful and deserves her flowers! I want Patti to know that I appreciate her, and the commitment she has to this work!	Peer
Cindy Hachtel	Administrator I	Metro Transit Department (MTD)	Cindy calmly and competently manages several processes and work topics in a complex operating environment -- Metro's Customer Information Office, which includes the Call Center and Lost & Found. She is forward thinking and anticipates problems and identifies solutions regularly. We all appreciate and value her contributions. Thank you, Cindy!	Manager
Dani Hamilton	Executive Assistant	King County Sheriff's Office (KCSO)	Dani is an amazing employee. She currently supports Chief Flohr and the Special Operations Division. Dani takes the time to meet and support all 200+ employees in her division. She takes her work to heart and is always willing to help anyone at KCSO. Chief Flohr is thrilled to have Dani as his partner. She goes above and beyond each day!	Supervisor

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Hayley Hicks	Transit Administrator Support Specialist III	Metro Transit Department (MTD)	Hayley is the definition of exceptional. As one of our newest employees (only 86 days on the job) has already stepped up many times to handle things way above her normal duties. For recent example; Hayley successfully closed payroll for a number of bases, besides her own, and now is actually helping with the training of our new Base Admins. Impressive! Even with these additional pressures, you will find her willing to help, open minded, and always with a very kind approach.	Peer
Hayley Hicks	Transit Administrator Support Specialist III	Metro Transit Department (MTD)	Hayley has been with King County for only 5 months but she has taken on an extraordinary amount of responsibility. When Hayley was hired KCM was experiencing a high amount of turnover amongst the Admin group. She was forced to learn on the fly and she has done an amazing job getting up to speed. Hayley is now supporting other bases who are in the process of hiring admins as well as training 2 of the most recent hires. Her positive attitude and willingness to contribute has made a huge difference even in her short time here.	Manager

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Karen Hurst	Administrative Specialist II	Department of Public Health (DPH)	Karen just returned to work, after being on vacation for 3 weeks. Karen was so helpful to me with training me on MSS. Karen provided several documents on how to make my job easier after all the EPIC upgrades. She was very kind and had lots of patience with training me at Kent-MSS. Fact she even pulled a chair aside me to make sure that I was comfortable in performing my role. We did several practice exercise sessions on Registration and Check-in also making sure that I completed the FPL section of EPIC also showing me several helpful tips on 'PENDING". Karen you are truly a pleasure to work with and you are approachable. KEEP UP THE GREAT WORK! I really truly appreciate you, Karen. :)	Peer
Don Loverin	Administrative Specialist II	Department of Public Health (DPH)	After returning to work after 2 yrs. of being on leave Don, welcome me with open arms he knew who I was when entering the Kent WIC/Family planning clinic. Don has been so helpful to me and he's approachable and always willing to help with a SMILE. This really helps me with learning and feeling very comfortable coming to work as a float in the Kent WIC/Family planning clinic. KEEP UP THE GREAT WORK AND SUCH A POSITIVE ATTITUDE VERY CALM AND PROFESSINAL Demeanor.	Peer

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Tracy Marin	Customer Service Specialist Supervisor	Department of Executive Services (DES)	Tracy has recently taken on the role of Supervisor and done an incredible job, all while continuing to perform the duties of her previous role simultaneously (Inventory Clerk for ALL King County Vehicle Licensing subagents and the King County Licensing office)! She continues to push herself every day to ensure her team is trained, supported, and everyone has what they need. Not to mention, she's done all of this work on top of a move from the Admin Building to King Street Center and launching a seamless re-opening to the public. Tracy seriously deserves recognition - she is an absolute rockstar, and the County is lucky to have her!	Peer
Honorine Nabaheshi	Administrative Specialist II	Department of Public Health (DPH)	Yes, Honorine is truly a pleasure to work with. She was welcoming and very helpful to me and very patient with me while training me to enter referrals. I didn't feel rushed she was very helpful to me and shared lots of documents with me to get the job done. I truly believe that is a TEAM PLAYER and wants to see other ASII succeed in their role. She's truly a GEM (Going the Extra Mile). KEEP UP GREAT WORK AND POSITIVE ATTITUDE. I am truly thankful :)	Peer
Lauren Olson	Legislative Secretary	King County Council (KCC)	Lauren is very dedicated to her role and is always seeking to do the right thing for our constituents. Whether is it seeking the right answer to a question or analyzing an answer with an equity lens, she ensures that we are consistent and fair in our practices. Most recently, Lauren covered a hearing, as a hearing examiner, which required intensive prep and analysis.	Supervisor

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Erika Overall	Executive Assistant I	Department of Adult & Juvenile Detention (DAJD)	Erika is integral to the operations at the MRJC. I appreciate their hard work a dedication. During the pandemic, she was at work every day ensuring that operations had what they needed to function.	Supervisor
Erika Overall	Executive Assistant I	Department of Adult & Juvenile Detention (DAJD)	Although already very busy with other work, Erika agreed to act as administrative support for a large and high-profile project that was struggling. She immediately brought structure and documentation that was sorely needed, and helped the team stay on track. She was always willing to attend a last-minute meeting and took on tasks that needed help getting over the finish line. She seems to approach all requests with a positive disposition and a willingness to help. She is both a joy to work with and an invaluable asset to our project team.	Director of another Division
Mariah Rubio-Reboca	Paralegal I	King County District Court (KCDC)	Mariah is always willing to help teach and walk any person through any process if needed. Always a helping hand.	Peer
Huong Sok	Administrative Specialist II	Department of Public Health (DPH)	Huong goes above and beyond to keep our team organized and on track. She is incredibly prompt, reliable, and thorough, and does it all with a smile and a hilarious emoji! Huong's great attitude creates positive ripples throughout the team, helping us all get through tough days and celebrate the good times. We are so grateful to have Huong on our team!!	Supervisor

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Kelly Uyehara	Administrative Specialist III	Department of Adult & Juvenile Detention (DAJD)	Kelly is integral to the operations at the MRJC. I appreciate their hard work a dedication. During the pandemic, she was at work every day ensuring that operations had what they needed to function.	Supervisor
Kelly Uyehara	Administrative Specialist III	Department of Adult & Juvenile Detention (DAJD)	Kelly Uyehara is invaluable member of our management team at the MRJC. She has taken on the challenge of being able to support several members in our leadership group. Additionally, Kelly has been instrumental with onboarding fellow administrative professional (AP) staff as they join the organization. I'm grateful and appreciative to work with Kelly.	Supervisor
Sam Wick	Administrator I	Metro Transit Department (MTD)	Sam has worked diligently to help us get caught up on service awards. We were unfortunately several years behind. Sam just jumps in and helps as needed on many, many fronts. They are also documenting processes for future folks - I appreciate their forward-thinking.	Manager
Mark Workinger	Administrative Staff Assistant / Acting HR Associate	Department of Natural Resources & Parks (DNRP)	Mark has always stepped up and taken on projects or assignments without hesitation for our department and for the Director's Office. He has excellent customer service skills which he demonstrates daily. He was quick to learn the role as HR Associate to assist me with a huge workload when I really needed the help. He has grown in his position from TLT to now career service and is deserving of recognition for a job (extremely) well done. Mark is a wonderful person and co-worker.	Peer