

Administrative Professionals Development & Recognition Program

Q4-2023

Admin Recognized	Classification	Department	Recognition	Relationship to Admin
Michalene (Mikey) Atkins	Transit Admin Support Specialist (TASS III)	Metro Transit Department (MTD)	Mikey is a pleasure to work with in SSQA. She always goes out of her way to help you and get the job done with a smile and good cheer. We are incredibly lucky to have Mikey on our team.	Manager
Hayley Hicks	Transit Admin Support Specialist (TASS III)	Metro Transit Department (MTD)	Hayley is very important part of our Base Operations. I really appreciate the support she is providing us.	Base Chief
Monique Schwarz	Transit Admin Support Specialist (TASS IV)	Metro Transit Department (MTD)	Monique is the glue that holds the Bus Operations Training section together. She does all of the administrative work for our section which includes reports and payroll for all staff and weekly Part-Time Operator (PTO) training classes, Part-Time Operator to Full-Time Operator (FTO) training classes, inputting staff and student CDL information to WADOL, ordering supplies for all training sites and scribing grievance notes for training and the section managers of Base Operations and Service Management. Monique is indispensable and does the work of two workers. We are fortunate to have her in our staff.	Supervisor
Renee Jacklin-Pool	Administrator I	Metro Transit Department (MTD)	Renee resolves issues before they become larger problems. Her initiative and competence make TFD a better place to work, and her humor and personality make it a joy to come to work.	Supervisor
Dawn Cartwright	Transit Admin Support Specialist (TASS III)	Metro Transit Department (MTD)	Within 10 months, Dawn has become a subject matter expert among the TASS IIIs in Bus Operations and now trains the new TASS IIIs. Absolutely amazing!	Supervisor
Shaun Kemp	Transit Admin Support Specialist (TASS III)	Metro Transit Department (MTD)	In addition to allowing the Reign Man to share her name, because she had the name first, Shaun is also an all star for our team. She is always willing to help out, going above and beyond to pick up extra tasks and serve on interview panels. Shaun continues to be a positive source of energy around our shop and can often be heard laughing when interacting with others.	Supervisor

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Baheru Muluneh	Technical Information Processing Specialist (TIPS III)	Metro Transit Department (MTD)	Baheru bravely stepped into his role as an SDA, originally. He quickly learned the ins and outs of the position and has since become career service. Baheru enjoys new challenges and takes his work very seriously. He's a pleasure to have around the office and always shows up with a great attitude.	Supervisor
Marka Steadman	Committee Assistant/Legislative Clerk	King County Council (KCC)	Marka is a leader of one of the finest teams of administrative professionals in King County. Her attention to detail, problem solving skills and ability to learn and adapt has helped her team overcome dozens of challenges during and post COVID. Everyone in King County benefits from her leadership whether they know it or not!	Supervisor
Michelle Ewing	Court Clerk	King County District Court (KCDC)	Michelle has always been a pleasure to work with and her 40+ years of service brings a wealth of knowledge to the office. She knows when it's not your best day and always helps to make it better!	Peer
Claudia Williams	Administrative Specialist III	Department of Natural Resources & Parks (DNRP)	Claudia goes above and beyond to provide exceptional customer service. Recently I had a lot on my plate and was experiencing some technical issues but Claudia jumped right in and assisted me with her usual expertise and proactive style. Claudia is truly a gem and I'm so grateful for all the times she's assisted me!	Peer
Brittany Gavrilles	Administrator I	Department of Executive Services (DES)	Brittany is always helpful with a cheerful disposition anytime you reach out! She has made me feel welcomed from the beginning and reaches out to see if I need any help!	Division Coworker
Elizabeth Angous	Legal Assistant	Department of Public Defense (DPD)	Very skilled and holds a wealth of institutional knowledge. Always supportive and trying to help others build their careers. Works really hard.	Peer
Christine Stein	Administrator I	Department of Natural Resources & Parks (DNRP)	Chris is amazing!! She gets things done so quickly, tackles problems head on, and is a pleasure to work with.	Peer

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Rona Baker	Transit Admin Support Specialist (TASS III)	Metro Transit Department (MTD)	Rona is incredible! Our Talent Acquisition team would be lost without her. She is a reliable force that ensures new hires get security badge access and always follows through to check that she's got the most accurate, up-to-date data. Rona has a welcoming presence and willingness to take on whatever is needed for us!	Peer
Tiffany Acayan	Health Service Administrator I	Department of Public Health (DPH)	Tiffany supports our team in various ways, her tenure with the team has allowed her the ability to have historical context as well as being well versed in the current needs of our teams. In the CDIMM's program we have four branches or teams within our program Tiffany's body of work crosses all of our teams, she is always willing to step up to the plate to go the extra mile to help supervisors/managers all while advocating for all other staff. During Covid she took on bodies of work that needed to be done and continues to support the work. She's always so humble, demonstrating care and concern for others. Her ability to be a system thinker always allows her to see the bigger picture and this has been helpful and appreciative when she contributes to any discussion across our teams, always contributing helpful and overall top quality support.	Manager
Cassandra Jones	Administrator I	Metro Transit Department (MTD)	Cassandra has been a steady hand while Metro's Employee Services Division went through some changes. In the last year she has helped onboard multiple new supervisors and a new Division Director. She volunteered to help coordinate multiple team building events, provides technical support for our all staff and management team meetings, and coordinates all of our purchasing, reimbursements, travel, PA submittals, etc. She does all of this while maintaining a fantastic, upbeat attitude and focus on customer service. Cassandra embodies the King County values of We are one team, we respect all people, we focus on the customer, we solve problems, we are racially just, and we drive for results.	Peer

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			Thank you for considering her for this much deserved recognition.	