

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Suzanne Smith
First Name Middle Initial Last Name

Honoree's Job Title: Administrative Secretary

Department: County Clerk Administration

Years of Service with the County: 2 years

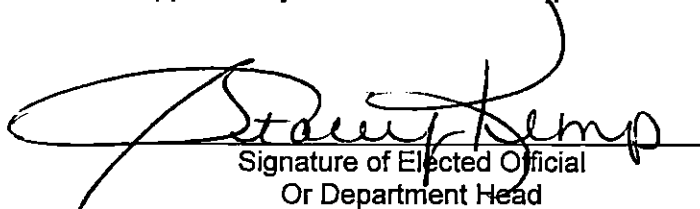
Why the Honoree is receiving a GEM Award including dates:

I would like to recognize Suzanne for her hard work and dedication to the Administration Department. Suzanne has played a key role in ensuring all Court Registry orders received are processed in a timely manner. She identified over 56 outstanding checks that needed processed to clean up on the reconciliation for Court Registry. Her keen attention to detail has lead to several customers receiving unclaimed money. Great job! Suzanne does an outstanding job completing Commissioner Court Minutes. She conducts herself in a professional manner during court and did an outstanding job during the annual Budget Meetings. She ensured to pay close attention to the speakers and made clear and concise notes for the minutes. During one meeting, Suzanne had to transcribe over 75 different speakers, which she completed in the minutes with great accuracy.

I am so proud to have an employee like Suzanne on my team and the county is better for having her onboard as well.
Great job!

Approved by elected official or department head on the

30th day of September, 2025


Signature of Elected Official
Or Department Head

Stacey Kemp
Printed Name