

# Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Brittney Holley  
First Name Middle Initial Last Name

Honoree's Job Title: Administrative Secretary

Department: District Attorney

Years of Service with the County: 2+

## Why the Honoree is receiving a GEM Award including dates:

As Administrative Secretary, Brittney took the initiative in her first two months (Feb and March) in this position to completely sift through years of paperwork and files and reorganized those files into a logical, updated, and easily accessible system, saving admin team members dozens of hours in the process. This reorganization was on top of her regular secretarial duties.

Approved by elected official or department head on the 30th day of Sept. ,20 22

  
Signature of Elected Official  
Or Department Head

Greg Willis  
Printed Name