

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

Honoree's Name: Kimberlyn Alvarado-Benitez

Honoree's Job  
Title: Legal II Secretary (DA Program Coordinator)

Department: District Attorney

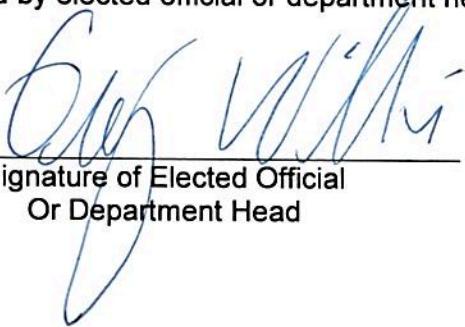
Years of Service with the County: 4.5 years

Why the Honoree is receiving a GEM Award including dates:

Kim Alvarado's job duties are wide-ranging and require much initiative. A recent example is a video project she completed on e-filing criminal cases in late June 2017 for our office. She co-created instructional "how-to" videos to train the DA staff on criminal case e-filing, which became mandatory in July 2017. Kim helped design the PowerPoint presentation and assisted with attaching the recorded "voice over" instructions for each video. These videos were used to train the existing staff on e-filing processes and will be useful for training new DA employees. We appreciate Kim's dedication to excellence in all that she does.

Approved by elected official or department head on the

2nd day of Aug 2017.

  
\_\_\_\_\_  
Signature of Elected Official  
Or Department Head

\_\_\_\_\_  
Greg Willis  
Printed Name