

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

Honoree's Name: Ruth Ruiz  
First Name Ruth Middle Initial  Last Name Ruiz

Honoree's Job  
Title: Legal II Secretary

Department: District Attorney

Years of Service with the County: 3 years 2 mos.

Why the Honoree is receiving a GEM Award including dates:

Ruth has been an invaluable team member during the planning phase of the "Cut it Out" initiative. She developed and implemented an organizational system that proved helpful in planning the event and coordinating a large team. She kept team members on task and provided appropriate reminders and input throughout the process. She, on her own initiative, provided each team member with a detailed description of program materials. While Ruth has already taken on a large number of tasks for the program, she continues to offer her time, by contacting salons personally. She engaged in this project beyond expectations.

Additionally, Ruth maintains files, docket, calendars, etc., for 3 misdemeanor attorneys and 4 felony attorneys on top of serving as admin and point of contact for all protective order filings. She handles hundreds of calls per month and shows each victim a level of concern and commitment that is top notch. She is accurate with each of these divisions and is consistently follows up on ways to improve each part of the unit. Ruth does not define limits for herself. She constantly seeks to improve.

Approved by elected official or department head on the 13 day of Oct., 2017



Signature of Elected Official  
Or Department Head

Greg Willis  
Printed Name