

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

Honoree's Name:	<u>Cynthia</u>	<u>Coleman</u>
	<u>First Name</u>	<u>Last Name</u>
Honoree's Job		
Title:	<u>Accounting Tech</u>	
Department:	<u>District Clerk's Office</u>	
Years of Service with the County:	<u>1.5 years</u>	

Why the Honoree is receiving a GEM Award including dates:

The District Clerk's Office is recommending Cynthia Coleman for a GEM award. Cynthia works in our Finance Office as an Accounting Tech. As part of her many responsibilities, Cynthia is responsible for scheduling travel for the office. Recently, Cynthia had to handle individual travel arrangements for seven employees, who were attending multiple conferences during a six day period. Logistics became complex, with travelers staying in multiple hotels, registrations for three different conferences, and travel by both plane and car. On the Friday, before the conferences, Cynthia realized that due to last minute changes in travel plans that she needed to contact each of the hotels and to set up individual payment arrangements, since the office only had one Purchasing Card. Cynthia's forward thinking, initiative, persistence in contacting each of hotels, enabled each of the travelers to successfully register at their hotel. The District Clerk is appreciative of Ms. Coleman's dedication and her many contributions to the office, and in serving the citizens of Collin County.

Approved by elected official or department head on the 19th day of May, 20 17



Signature of Elected Official  
Or Department Head

Lynne Finley  
Printed Name