

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Cynthia Coleman

Honoree's Job Title: Accounting Tech

Department: District Clerk's Office

Years of Service with the County: 7 years 6 months

Why the Honoree is receiving a GEM Award including dates:

Type reason here and make sure to include dates. Name above needs to be name in PeopleSoft.

"Cynthia is a vital part of why the financial office runs as smoothly as it does. There have been numerous times where Cynthia has ask specific questions when asked to perform a task from one of the Clerks. Due to the questions Cynthia asks, the situation was resolved in the most efficient way. Some of the resolutions that Cynthia finds with her questions allows us to eliminate future issues that could arise. Cynthia's experience and knowledge helps her see things that some of us can't and is able to fix a problem with less complications in the future.

Cynthia has also been a great help when going through the Audit process this year. Her meticulous record keeping has allowed me to better understand what issues we had before I took the position of Program Coordinator and how they were handled. Working with the auditors, the records that Cynthia has kept has been instrumental in explaining and answering the specific questions that the auditors have had when conducting the Audit. Cynthia is our trainer for our financial office and has been able to document many of our processes for future training. Cynthia has been very effective in training our newest Accounting Tech, taking initiative and responsibility to ensure that the new Accounting Tech is trained properly. Cynthia is a great assist to the District Clerk's office.

Approved by elected official or department head on the 23rd day of May, 2023


Signature of Elected Official
Or Department Head

Mike Gould
Printed Name