

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

Honoree's Name: _____Dawn Redwine_____

Honoree's Job Title: _____office administrator_____

Department: _____Engineering_____

Years of Service with the County: _____3.75 years_____

Why the Honoree is receiving a GEM Award including dates:

Since Dawn started in the engineering Department, on Dec 20, 2020, she has continued to help out her previous department, the Fire Marshal's office. She started out helping fill in when the front office employee was out or needed help but since late January, she has helped transition to and train a new employee. Most recently, since the early retirement of the office Admin, she has been the sole source for training for this new employee. Dawn has spent some time, most every week that she has been with our department, helping to catch up the work load and/or train a new employee. Just recently, Dawn filled in while the new employee was out for a week. Dawn has been able to both learn her new position in Engineering and keep up with her workload for this department at the same time offering as much help as is needed to the Fire marshals office.

Approved by elected official or department head on the 15th day of March, 2021



Signature of Elected Official
or Department Head

Clarence Daugherty
Printed Name