

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

Honoree's Name: Teresa Nelson

Honoree's Job Title: Office Administrator

Department: Engineering

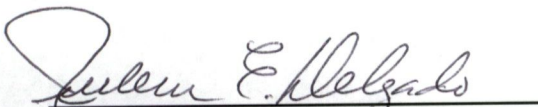
Years of Service with the County: 15

Why the Honoree is receiving a GEM Award including dates:

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When my administrative assistant of 20 years passed away, Teresa Nelson stepped in and took over her duties allowing for a relatively seamless transition for our department. Teresa handled both her own duties in Special projects while assuming all the administrative duties of Engineering from the day of Linda's passing (January 14, 2013) until she was officially transitioned to Engineering in early March. She handled the extra duties with grace. Teresa also handled the move coordination for both Special Projects and Engineering from late January 2013 until the beginning of March 2013. She spent countless hours cleaning, purging and sorting through years of filed engineering documents to get our department move ready all while managing her normal day to day activities. She handled all the move coordination with other departments. She was in charge of the furniture and IT moves for both Special Projects and Engineering. Teresa has accepted and taken on extra responsibilities with such class and professionalism. She made the loss of our long time colleague and friend and the subsequent move to our new facility much easier.

Approved by elected official or department head on the 8 day of April, 2013

  
Signature of Elected Official  
or Department Head

4/8/2013

Ruben E. Delgado, PE  
Printed Name