

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Gina Zimmel
First Name Middle Initial Last Name

Honoree's Job Title: Buyer II

Department: Purchasing

Years of Service with the County: Appx. 10 years, with Purchasing since 11/2016

Why the Honoree is receiving a GEM Award including dates:

Within the recent month, Gina has shown that she is eager to learn, participates in departmental process improvements, and is quick to assist wherever assistance is needed regardless of whether it is a part of her normal job duties. Examples can be demonstrated during the following occurrences:

- When a teammate was out of the office had two pre-bid meetings scheduled, Gina did not hesitate to volunteer to assist. Gina quickly located all documents, confirmed department attendance, conducted the meeting, and provided a summary to the teammate when they returned.
- While Purchasing is seeking to fill an open Buyer I position, Gina continues to assist regularly with the Buyer I duties and without hesitation. This assistance includes obtaining quotes daily for items not currently on contract.
- As a goal, Gina regularly expands her job knowledge by increasing her workforce development knowledge keeping up with new statutory requirements and emerging trends. Gina has applied for 2 purchasing conference scholarships to further expand her job knowledge.

In addition to the above, Gina continues to demonstrate the ability to process all work diligently. This is demonstrated when she processed 23 agenda items for the June 11 Commissioners' Court.

Approved by elected official or department head on the

18 day of June, 20 18


Signature of Elected Official
Or Department Head

Michalyn Rains, Purchasing Agent
Printed Name