

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Rhonda Kiesling

Honoree's Job Title: Administrative Assistant

Department: Public Works Road & Bridge

Years of Service with the County: 8

Why the Honoree is receiving a GEM Award including dates:

Rhonda Kiesling joined Public Works last September after the current Admin transferred to Equipment Services. Despite arriving in an unfamiliar environment, she swiftly learned the office procedures and became proficient with the Department's cost accounting software, PubWorks. She has consistently discharged her duties admirably and always with a friendly, selfless demeanor.

But perhaps her most significant and noteworthy contribution to the Department is the creative and original suggestions she has offered to enhance the productivity and efficiency of the Public Works Administrative area. Some ideas such as configuring the bizhub copier as a network printer and scanner have already been implemented. Others such as installing a county map in the conference room with a clear writable/erasable plexi layer for Road & Bridge planning meetings will be implemented soon. For her continued professionalism, diligence and affable nature, I nominate Rhonda Kiesling for the GEM award.

Approved by elected official or department head on the 5 day of May, 20 15



Signature of Elected Official
or Department Head



Printed Name