

# *Excellence in Administrative Support*



## **Anne Cheng, SASEEP**

Anne Cheng is our choice, the only choice. Anne has demonstrated and is the epitome of excellence in administrative support. Her professionalism is unparalleled and work ethic is commendable. Many times, these positions take care of all the background work that goes unnoticed so an event is successful and leads the day-to-day operations of a center, program or ensures staff needs are addressed.

For instance, during the transitions of staff and programs to the Unit, Anne stepped up to provide administrative and budgetary support. She did not question and filled in the gap where it was needed. Most recently, during the expansion of the Cultural Academic Resource Centers, she was steadfast to ensure we abided by all University policies when it came to purchasing, working in a timely manner to facilitate tasks through a thoughtful and inclusive process.

Anne continues to serve as a beacon of hope and go-to person for many and is to be commended for her team player and reputation to help where help is needed. Most importantly, she is a mentor to new staff, friend to her colleagues and mother figure to many students. I would be remiss if I did not mention, when she travels, she always provides staff a token of appreciation from those destinations, another insight into her values and care.

## **Excellence in Administrative Support Nominees**

Alejandra Avina, Educational Opportunity Program

Erin Gallagher, Academic Advising Center

Katherine Ledesma, Student Health, Counseling & Wellness Services