

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

Honoree's Name: Crystal

Mikeman

First Name

Middle Initial

Last Name

Honoree's Job

Title: Administrative Secretary

Department: Collin County Pct. 4 Constable

Years of Service with the

County: 10 years

Why the Honoree is receiving a GEM Award including dates:

Type reason here and make sure to include dates. Name above needs to be name in PeopleSoft.

As the office Admin Secretary, Crystal is always looking for ways to improve upon, and contributes to, streamlining the civil service process. Her innovative ideas have had a significant impact on improving our operations, and her dedication to enhancing efficiency has not gone unnoticed.

In particular, her solution to introduce a one-click button for printing all papers in correspondence from the intake process has saved our team valuable time and reduced the complexity of manually opening and viewing individual documents. This improvement has greatly enhanced the productivity of our workflow, ensuring that we can manage our tasks with greater ease and accuracy.

Moreover, her suggestion to include a clear indicator of the document's nature next to the civil office indicator in the queue has been a game-changer. This enhancement provides our team with immediate insight into the type of paper received, allowing us to prioritize and process documents more effectively. This simple but powerful improvement has reduced confusion and made our operations smoother.

Crystal's continued proactive approach, creativity, and dedication to finding practical solutions demonstrate her commitment to excellence in her work. On behalf of the entire team, I want to express our sincere appreciation for Crystal's efforts and congratulate her on a job well done.

Thank you for your continued contributions to our success.

Crystal is commended for going above and beyond her normal duties for her position, for her foresight in identifying and finding solutions to our processes. The above is only one example of many that showcases Crystal's dedication to her position, and this office, which are above and beyond her roles and responsibilities. I am personally grateful to have had a steadfast, trustworthy and dedicated staff member such as Crystal throughout my time in office. Crystal is a cornerstone in which anyone who is fortunate to have her on their staff, can build a successful office.

With this, I am awarding Crystal this year's sole GEM award for this office, for going above and beyond and Going the Extra Mile.

Approved by elected official or department head
on the

27 day of September, 2024



Signature of Elected Official

Or Department Head

Constable Joe Wright

Printed Name