



RAVE Nominee

Name: Sue Moock

Department/School: Finance Office

Title: Executive Secretary

Why are you nominating this employee?

Sue is an outstanding employee of the District. She has incredible knowledge and expertise in her field of work.

What are some of the positive qualities that distinguish this employee's work?

Sue is always willing to help every department by going the extra mile. She patiently assists others with any problems that arise in her scope of work and follows through with phone calls and e-mails to make sure the problems are resolved.

Please give us a specific example of something that this employee did/does that you would like to recognize:

Sue recognizes the need some school sites have for assistance in submitting proper paperwork to her department and she has taken the time to assist principals and school secretaries over the phone with information on how and where to get the correct paperwork to process their contracts, so that everything is accurate and they don't run into any delays.

Is there anything else you would like to tell us about why you think this employee should be recognized?

She manages to always give you a smile, even when the stress is thick.

Nominated By: Co-worker.