

Alison Haddock
Regional Dean
Everett Regional Medical Campus, Washington State University
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April 3, 2025

To the Selection Committee,

It is my pleasure to nominate Katie Wood, Operations Manager for the Everett Regional Medical Campus in the Washington State University School of Medicine, for the Administrative Professional Award. Katie exemplifies the very best of what it means to be an exceptional administrative professional—she is knowledgeable, dedicated, collaborative, and consistently influential in ways that enhance our entire campus community.

Since joining the team as Regional Dean last summer, I have personally experienced Katie's deep institutional knowledge and steady leadership. From day one, Katie warmly welcomed me, generously sharing her wealth of expertise about our campus operations and key relationships with regional partners. Her invaluable support has accelerated my orientation, enabling me to quickly understand and effectively navigate many complex aspects of my role.

Katie's productivity and dedication have been pivotal in maintaining continuity and excellence through leadership transitions and evolving demands. She manages numerous priorities simultaneously with exceptional organization, calm efficiency, and thoughtful innovation. Her contributions continually improve operational effectiveness and workplace culture. She has developed new workflows for complicated processes, including performing what can only be described as magic with spreadsheets—allowing us to visualize and manage both individual student schedules and the schedules of each of our clinical partners with remarkable clarity and accuracy.

She is deeply committed to the success of our students, consistently going above and beyond to ensure each student's needs are met equitably and compassionately. Katie's proactive advocacy and problem-solving make a tangible difference in students' educational experiences, directly contributing to their academic achievements and graduation success. Currently, she is going above and beyond yet again by covering for a colleague on maternity leave. She is performing with excellence in this additional role while continuing to excel in her primary responsibilities. In doing so, she has maintained her characteristic dedication to students—carefully balancing their preferences with her extensive knowledge of their needs and available community resources to help them achieve their goals. Her commitment and ability to personalize student support is nothing short of extraordinary.

Katie works tirelessly to get the best for our students. Her unique and long-standing relationships with hospitals and physicians in the area—built over many years—allow us to be a robust campus with a wide range of clinical opportunities. These partnerships are key to providing our students with the diverse, high-quality training experiences that are essential to their education and future careers.

Katie is widely recognized among her colleagues as the definitive "source of truth" on campus, respected for her extensive memory, insight, and dependability. She fosters strong, positive relationships across all levels of the organization, consistently modeling professionalism, respect, and kindness. She is also deeply admired by her direct reports; in fact, multiple members of her team nominated her for a Washington State University School of Medicine award last year—a powerful testament to her leadership, mentorship, and the respect she has earned among her peers.

Notably, Katie's exceptional capabilities have long been recognized beyond our immediate community. She previously earned the prestigious honor of WSU Student Employee of the Year and was also named Washington State Employee of the Year in 2013. These significant statewide recognitions further underscore her enduring dedication and remarkable contributions throughout her career.

Katie consistently exceeds expectations, makes a unique difference in our workplace daily, and positively impacts the broader mission of Washington State University. I wholeheartedly support her nomination and believe she is exceptionally deserving of this recognition. Go Cougs!

Sincerely,

A handwritten signature in black ink, appearing to read "Alison Haddock". The signature is fluid and cursive, with a large initial "A" and "H".

Alison Haddock
Regional Dean
Everett Regional Medical Campus, Washington State University

P.S. Please accept my apologies that this is not on letterhead; I would ask Katie to help me put it on letterhead, but I didn't want to do that!