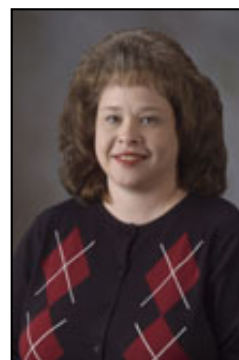


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Virginia Tech Staff Employee of the Week

December 10, 2007

Group Name: Lisa G. Stables
Job Title: Executive Secretary
Employee's Home Department: Mechanical Engineering
Employee's College or VP Area: College of Engineering
Nominated For: President's Award for Excellence, and Governor's Award for Customer Service
Nominated By: Matthew L. Swift, Department Administrator, Mechanical Engineering
Virginia Tech Hire Date: January 10, 1999



Summary

Lisa serves as Executive Secretary in one of the biggest and busiest departments at Virginia Tech, and the second-largest Mechanical Engineering department in the United States. Keeping track of the department head's travel and meeting schedule alone would consume most people in such a role, but Lisa does that and much more.

"With an ease all her own, Lisa has mastered the ability to smile and adapt to any situation that is handed her. She is not a complainer, but an achiever, and exemplifies that on everyday tasks as well as long term projects."

On her own initiative, Lisa takes on more tasks than could be listed here. She sees a need and she fills it, quietly and competently. She routinely handles a huge volume of sensitive information related to faculty recruiting and promotions, and is professional and discreet. Her positive attitude and calm, cheerful manner acts like a glue to hold the department together in hectic times.

"Whether it be the first person Lisa contacts to make arrangements for their visit, or the fiftieth, each candidate's initial impression of Virginia Tech will be highly positive due to Lisa's unerring competence and positive demeanor."

About the ["Staff Employee of the Week"](#) Program

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