

Staff Employee of the Week

Debbie Garnand

JOB TITLE: Executive Senior Secretary

HOME DEPARTMENT: Wood Science and Forest Products

COLLEGE OR VP AREA: Natural Resources

NOMINATED FOR: President's Award for Excellence

NOMINATED BY: Paul Winistorfer, Department Head

VIRGINIA TECH HIRE DATE: June 21, 1976

SUMMARY

Debbie has served the Department of Wood Science and Forest Products for 20 years. Debbie consistently and pleasantly carries out her duties in a most excellent manner. She developed a sub-accounting system to administer and track faculty operating accounts. We have hired seven new faculty members in the past 7 years and these faculty searches have been administered flawlessly under Debbie's care. We have 40+ graduate students and Debbie executes these contracts and communicates with applicants and those admitted from all over the world. These international students who come to our program find their way to the office in the first few days on campus, and recognize the excellent work by Debbie in 'getting them here'. She provides principal support to me, she is the person at the front desk and deals with telephone, email inquiries, and student walk-ins, she manages graduate student applicants, and she handles all BANNER fiscal transactions and many other duties. I have never heard her say 'I can't'. She has been described by our faculty as 'angelic' in personality. She is kind, considerate, responsible, trustworthy, and an absolutely wonderful person to work with. She is the best!