

NOAA Fisheries Service Employee of the Year Award

Nominee: Christine Holt
Position title: Program Analyst
Organization: Science Directorate F/NWC0
Northwest Fisheries Science Center
Seattle, WA 98112
(206) 860-3438

Award Category: Administrative/Clerical GS 1-10

Nominator:
Dr. John E. Stein
Position title: Deputy Director, Northwest Fisheries Science Center
Grade and Series: ZP-15
Organization: Northwest Fisheries Science Center
Seattle, WA 98112

Factors Considered:

Contributions to NOAA and NOAA Fisheries programs that resulted in:
Enhanced public appreciation for the mission of the agency;
Improved customer service
Increased efficiency and/or reduced cost of operations

Christine Holt has the unique ability to work both “behind the scenes” and also serve as the “face” of the NWFSC’s front office. In her primary role as the assistant to the Northwest Fisheries Science Center Science Director, Ms. Holt has proven to be a highly organized and effective employee who helps keep the Science Director’s Office running as smoothly and efficiently as possible. Christine handles the scheduling of the Science Director’s very busy calendar, which involves working with many people, who also have very busy schedules, from the Center, the Regional Office, NMFS/NOAA, universities, constituents, and the general public. She is also extremely proficient and professional in her interactions with all visitors, including many VIPs, such as Deans or provosts of universities, high level state officials, NOAA senior management, and Congressional staff. Ms. Holt ensures all meetings with the Science Director and visits to the Center are a positive, welcoming experience. As a result of her efficiency in handling the Center’s interactions, the Director’s Office has received many positive comments from these high-level visitors, such as, “We wish we had somebody like Christine to assist us.” Her ability to think ahead, manage logistics in a demanding work environment, and anticipate the needs of others is a crucial skill that makes her a highly valuable employee, not just to the Director, but to the entire Center.

In addition to her daily activities to support the Director, Ms. Holt also works closely with the senior management staff including the Deputy Director, OMI Director and Division Directors, balancing the needs of the directorate with the operations of the Center. Given her intimate knowledge and experience, she has also been instrumental in training new staff on administrative procedures, foreign travel requirements and other critical tasks. Her peers have come to rely on her keen attention to detail and organizational skills to get their own jobs done quickly and efficiently.

Another responsibility that Christine has admirably fulfilled in the last few years is her role as the meeting recorder for the Center Management Team (CMT). Her shorthand skills and ability to actively listen to and synthesize multiple oral comments, often between a dozen or more people, is a skill that has served the CMT well. Her detailed notes provide an accurate record of the weekly action items and help keep staff aware of their individual responsibilities. Her efficiency at recording, revising, and distributing the CMT minutes on time week after week is outstanding.

Christine is always striving to improve her performance as well as the efficiency of the front office. While others may make mistakes and quickly move on, Christine takes the extra step of owning up to any errors and constantly pushes herself to correct them. She has adeptly handled a myriad of difficult situations and always maintains a professional and courteous manner. Moreover, when she is away from the office, she always makes sure nothing falls through the cracks by thoroughly preparing supporting staff so that they are capable of fulfilling all duties in her absence.

We are very fortunate to have Christine as part of our staff. She is extremely competent; her attention to detail, ability to handle challenging situations, and her phenomenal organizational abilities bring credit to the agency and are worthy of recognition. It is a pleasure and honor for me to nominate Christine Holt as Employee of the Year.