

# Congratulations to TATRC's Q2 Employee of the Quarter, Ms. Donna Lightner!

Congratulations are in order for TATRC's Senior Executive Administrative Assistant, Ms. Donna Lightner for being named Q2's Employee of the Quarter. Donna's support to headquarters and the rest of TATRC is nothing short of phenomenal. She maintains visibility of the TATRC calendars and often anticipates potential problems and implements plans to avoid them. She is our conduit and link to our higher headquarters, as well as to outside personnel and agencies in helping them connect with TATRC. She is always ready to lend a hand to support all of TATRC when it comes to administrative requirements, or to offer her secretarial support when needed. Her knowl-

edge of proper administrative formatting and protocol has guided many to the extent that their end products are professionally done. She also assists many of our outside visitors and internal staff in establishing and managing VTCs. Donna is the 'Face of TATRC' as she is usually the first and last person our visitors and collaborators interact with. One never has a second chance to make a good first impression and we at TATRC should be thankful of Donna — because she always makes a good first impression — which favorably reflects on all of us. Congratulations, Donna on your well-deserved recognition!



**Ms. Donna Lightner,  
Senior Executive Admin-  
istrative Assistant**