

## Robin Johnkins

### Office Manager

---

#### BACKGROUND

- Financial and professional services
- MBA, with a focus on health care

---

#### SPECIALTY

- Analytical approaches to regulatory policy

---

#### EXPERIENCE

- Policy analysis and regulatory assessment for public advocacy campaigns and policy initiatives
  - Financial reporting and client relations for investment management firms
- 

Robin Johnkins operates as the Office Manager for Greenleaf Health. She manages the calendar for client and team meetings. She oversees the procurement of office supplies for internal and external staff members. Additionally, she is the liaison for building-related issues.

Robin is a native Washingtonian, and before joining Greenleaf Health, she provided administrative and office management support to many reputable D.C.-based organizations such as the American Psychological Association, Ankura, and two Witt O'Brien's consulting firms. But in her 20-plus years of work, her most gratifying position was rendering direct patient care to Alzheimer's patients at Providence Hospital, a health care facility in D.C.

Robin has completed several programs in health care and has received certifications in that field. She is now pursuing a degree in Business Management from Catholic University of America.