

Robin Johnkins

Office Manager



BACKGROUND

- Office management and administration
- Health care certifications
- Direct care for Alzheimer's patients in a hospital facility

SPECIALTY

- Administrative and operational support for health-related organizations and businesses

EXPERIENCE

- 20 years of office management and administrative support for national organizations and consulting firms, as well as direct patient care in a health care facility
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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.