

## **Robin Moon**

### **Supervisor of Client & Staff Support**

Robin joined the DeLaPorte and Associates, Inc. team in October 1996 after six years as an assistant for the Drilling Department with one of the nation's largest and most successful mining companies, Santa Fe Pacific Gold (SFPG). Prior to her work with SFPG, she worked for ten years with the Engineering Department at Kerr-McGee Coal Corporation in Oklahoma City.

Robin brings to our team a tremendous skill set in planning, organizing, and implementing the structures required to orchestrate the chaos we create every day! With as many as 18 trainers, consultants, and facilitators in different locations, using different materials on a daily basis, we liken her job to that of an air traffic controller.

Some of Robin's functions include scheduling, billing, booking travel arrangements, and overall office management. In the grand scheme of things, Robin truly serves as the key hub and liaison for everyone traveling to and fro; hither and yon. If you read between the lines, she's essentially the Queen Bee... and don't you forget it!

Robin is a Certified Professional Secretary under the auspices of the International Association of Administrative Professionals.

Some of her interests include mystery novels, scary movies, and camping.