



Robin A. Holstein CPS/CAP President of Robin's Desktop

Born and raised in the Upper Kanawha Valley town of Diamond, West Virginia, Robin is president of **Robin's Desktop, LLC**, a corporation based in Diamond. Robin is an administrative expert who provides consultation services to other small business and organizations.

Robin is a writer, previously freelancing with the Kanawha-Putnam Ad-Mailer, a weekly publication which reaches 112,000 customers. She has had several commentary articles in print in *The State Journal*, a weekly publication, with 37,976 readers and 9,494 subscriptions state wide.

Robin currently holds an elected two-year term as Conservation District Supervisor for the Capitol Conservation District. She serves on the West Virginia Interagency Council on Homelessness, by appointment of Governor Joe Manchin III.

Robin holds a degree in Organizational Leadership from Mountain State University; a degree in Office Administration from West Virginia State Community and Technical College; and, the Certified Professional Secretary® and Certified Administrative Professional® ratings from the International Association of Administrative Professionals®.

She has been a member of the IAAP® since 2001 and has held the positions of Charleston Chapter President 2006-2007 and West Virginia Division President 2007-2008.

Robin served as an employee of the State of West Virginia for over 12 years. Starting as an office assistant at Vital Registrations, she moved through the Office of Environmental Health Services, and the Division of Rehabilitation Services, completing her tenure as a legislative specialist at the West Virginia Conservation Agency.

She has two sons, Douglas and Bryan Confere, daughter-in-law Leah, and has been married to husband Wayne Holstein since 2001. Robin enjoys hunting and fishing, motorcycle riding, reading, writing, flower gardening, blogging, new software and photography.
