

## STAFF CURRICULUM VITAE

### **LAURA T. ROBINSON, B.A., M.B.A.**

**Current position:** Executive Assistant to the Dean, Virginia Campus

#### **CONTACT INFORMATION**

Office: VCOM, 2265 Kraft Drive, #127, Blacksburg, VA 24060

Office Phone: 540-231-0920, Fax Number: 540-231-5252

#### **EDUCATION**

- Averett University, Danville, VA, Master in Business Administration
- Averett University, Danville, VA, Concentration in Human Resources / Professional in H.R.
- University of Mary Washington, Fredericksburg, VA, Bachelor in Sociology, minor Psychology
- Edward Via College of Osteopathic Medicine, Blacksburg, VA, Leadership Certificate Program
- Radford University, Radford, VA, Nonprofit Leadership and Management Certificate
- Blacksburg High School, Blacksburg, VA, degree

#### **LICENSES**

- Adult Mental Health First Aid USA, National Council for Mental Wellbeing, expires 02/12/2027
- Notary Public Commission - Commonwealth of Virginia 2022 – Expires July 2026
- Professional in Human Resources (PHR), HRCI 2010 – 2013

#### **EMPLOYMENT**

##### **Edward Via College of Osteopathic Medicine (VCOM), 2009 – present**

VCOM Executive Assistant to the Dean, Virginia Campus, December 2021 – Present

Provides senior administrative support and executes the decisions of the Dean of the Virginia Campus. Acts as the main hub of communication for administration. Serves as primary liaison between VCOM's administration, faculty, staff, students, guests, and outside vendors. Maintains the Dean's calendar, coordinate events, and serve on committees.

VCOM Clinical Assessment Coordinator and Student Health Compliance, 2017 – July 2021

Provided administrative services and academic assessment for students on clinical rotations. Monitored their progression through the required academic milestones and ensured compliance with institutional policies. Reported on educational outcomes at clinical sites. Administered exams, as well as reviewed transcripts. Audited payments to preceptors and associated financials. Additionally, monitored compliance for student health policies and reviewed multiple health documents for over 800 students annually.

VCOM Director for Student Academic Success, 2009 – 2017

Provided academic support to medical school students within the Center for Institutional, Faculty, and Student Success at VCOM. Identified students experiencing difficulty with academic requirements and provided assistance or intervention resources. Monitored students' progress on national board exams, developed comprehensive educational plans for exam-preparation, and implemented college policies. Assisted with the development of faculty programs that focus on academic assistance, available resources for students, and instructional issues affecting student learning. Tracked students' progress toward promotion and graduation. Additionally, provided Human Resources support for the opening of a campus in South Carolina in 2011: job descriptions, screening, and on-boarding.

**@Mushroom Yogi LLC, 2015 – Present**

Owner, Freelance Artist & Photographer, 2015 – Present

Creator of doodles, photography, artworks, and entertainment using inks, watercolor, acrylics, pencil, and other graphic design tools to benefit not-for-profits, mycology, and community groups in Appalachia.

Accomplishments include publication in Fungi Magazine (2021), logo design for NRV Master Naturalist club, mushroomperson.com, Mushroom Hunter's Oracle deck (2023), and Richmond Mushroom Festival (2023, 2024).

**Virginia Tech Innovation and Partnerships, 2021**

Project Coordinator, August 2021 – December 2021

Provided project coordination for Virginia Tech's corporate relations including Norfolk Grumman and Boeing.

**Rohm and Haas Electronic Materials, 2006 – 2008**

Site Administrator, 2006 – 2008

Managed day-to-day business administration for Blacksburg facility, including procurement, budget reports, shipping and receiving, payroll and human resources. Created online training materials for staff development and to meet OSHA requirements. Assisted corporate headquarters in New York with staffing requisitions, screening, onboarding, and layoffs.

**Girl Scouts of Virginia Skyline, 2000 – 2006**

Field Director and Trainer, 2000 – 2006

Managed day-to-day operations of Girl Scout program in multiple counties. Marketed and coordinated programs and events. Recruited, trained, and increased numbers of new volunteers and members. Designed training curriculum and led workshops. Created volunteer job descriptions.

**Science Museum of Western Virginia, 1998 – 2000**

Membership Coordinator / Assistant to Director of Development, 1998 – 2000

Responsible for recruitment and retention of museum members. Assisted Director of Development.

Managed donor database. Created marketing materials.

**Hospitality Management**

Virginia Tech Donaldson Brown Center, Front Desk Manager, 2002

Hampton Inn, Front Desk Staff, 2000

Linden Row Inn, Front Desk Staff, 1997-1998

Calypso Kennels, Dog and Cat Technician, 1994

**HONORS AND AWARDS**

Linden Row Inn Employee Award, 1998

**PUBLICATIONS**

Robinson, L. The Mushroom Hunter's Oracle Deck. 2023

Robinson, L. 10 Types of Mushroom People. Fungi Magazine. 2021; Volume 14, No. 5

Robinson, L. New River Valley Chapter of Virginia Master Naturalists: Logo and website. 2015-2016

**OTHER**

2024-2025, President. New River Valley Unitarian Universalist Congregation.

2024, Telluride Mushroom Festival.

2023 – 2024, President-Elect. New River Valley Unitarian Universalist Congregation.

2023 – Present, Member. National Alliance on Mental Illness, New River Valley.

2023, Photography and Photoshop, Blacksburg Recreation Center.

2022, Participant, Interfaith Diversity Awareness Program, Blacksburg, VA.

2022 – Present, Board Member. New River Valley Unitarian Universalist Congregation.  
2022 – Present, Member. New River Blues Society.  
2022 – Present, Member. Montgomery County National Organization for Women.  
2017 – Present, Member. West Virginia Mushroom Club.  
2011 – Present, Member. New River Valley Mushroom Club.  
2016 – 2017, Volunteer. Warm Hearth Retirement Village.  
2015 – Present, Member. Virginia Master Naturalist.  
2017 – Present, Member. North American Mycological Association.  
2019 – 2020, Founder. Money: Get Talking Workshops for Unitarian Universalist Congregation.  
2009 – 2020, Member. Save the Children.  
2008 – 2009, Volunteer. Women's Resource Center, Radford, VA.  
2007, International Business Study Abroad, Beijing, China.  
2007, Volunteer. Salvation Army, Roanoke VA.  
2002 – 2006, Member. Council of Community Services Not-for-Profit Board, Roanoke Valley.  
2002-2006, Volunteer. Big Brothers Big Sisters, Roanoke Valley.