Department of Education

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**CAREER AND TECHNICAL EDUCATION MEMO NO. 207-22**

**DATE:** October 12, 2022

**TO:** CTE Administrators

**FROM:** Dr. J. Anthony Williams, Interim Director

Office of Career, Technical, and Adult Education

# SUBJECT: Announcement of the Career and Technical Education (CTE) Budget and Grants Manager Position

Please join the Office of Career, Technical, and Adult Education in congratulating Ms. Ashley Robbins who has accepted the offer of employment as the CTE Budget and Grants Manager. Ms. Robbins began her new position on October 11, 2022.

Over the past eight years, Ms. Robbins has served as the Administrative Assistant, Secretary of Operations and Accountability, and most recently the Interim Budget and Grants Manager for the Office of Career, Technical, and Adult Education. Throughout each of these roles, Ms. Robbins has taken advantage of every training opportunity; helped develop and manage Career and Technical Education Application Processing System (CTEAPS); prepared the financial portions of the Consolidated Annual Report; worked directly with the Office of Finance, the Office of Budgeting, local division CTE administrators and teachers, and the U.S. Department of Education; and managed grant awards for Federal and State funds. Please join me in congratulating Ashley! Ms. Robbins can be contacted at Ashley.Robbins@doe.virginia.gov.

If you have questions, please contact the Office of Career, Technical, and Adult Education, by email at CTE@doe.virginia.gov or by telephone at (804) 225-2052.

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