

Biographical Information



Angela Raby
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Angela Raby (Angie) is the Executive Assistant to the Associate Laboratory Director, Global Security Directorate (GSD) at Oak Ridge National Laboratory (ORNL). As the lead administrative professional in GSD Angie provides executive-level assistance to the Associate Laboratory Director, manages the Directorate Office, and assists in the facilitation and execution of administrative responsibilities throughout GSD. As the executive assistant to the Associate Laboratory Director she is responsible for calendar maintenance, preparation of correspondence and technical presentations, coordination of travel arrangements (and resulting expense statements), facilitation of meeting arrangements, processing of visit requests, and monitoring of all action and signature items. In addition, as an Executive Assistant Angie represents GSD on several Laboratory-wide initiatives and committees related to office administration.

Angie's tenure of 19 years at ORNL has contributed to her extensive knowledge of business and operational procedures and guidance, she is most adept at maneuvering and executing toward mission accomplishment within numerous ORNL internal business systems (SAP standard operating system, PAS visit system, TravX travel system, PALS timekeeping system, ACTS commitment system, AVID supply system, and PRISM property system). Angie's previous positions at ORNL find her having spent six years in two research and development organizations and eleven years within three technical and support organizations. Angie is proficient in Microsoft Office Software Packages (Outlook, Word, PowerPoint, and Excel); she attended Draughon's Junior College where her focus was in a business curriculum.

Contact Information

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