

Griffin Benson Kimani

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EDUCATION

Old Dominion University, Norfolk, VA

Bachelor of Science in Health Sciences

05/2020

Major: Health Services Administration

Minor: Management

GPA: 3.73

Northern Virginia Community College, Annandale, VA

Associate of Science Degree

05/2012

Major: General Studies

GPA: 3.87

RELATED EXPERIENCE

United States Navy

Administrative Leading Petty Officer

08/2019 - Present

Naval Support Activity Saratoga Springs, NY

- Provides enlisted personnel with information and counseling related to Navy occupations, opportunities for general education and job training, requirements for promotion, and rights and benefits.
- Maintains and audits pay and personnel records of military personnel, determine military pay, travel entitlements, and deductions.
- Prepares the financial/accounting reports related to individual pay and travel transactions and operate associated accounting systems.
- Assists enlisted personnel and their families with special problems or personal hardships.
- Leading Petty Officer in charge of 16 Sailors.

Directorate Leading Petty Officer

06/2016 – 07/2019

Naval Health Clinic Annapolis, MD and Branch Health Clinic Diego Garcia, Indian Ocean.

- Supervised 43 personnel in four departments (Laboratory, Pharmacy, Radiology, and Optometry) in the daily operations producing ancillary services weighted at \$13.8 million in a 3-year period.
- Led the operational and administrative oversight of 4 geographically dispersed pharmacy sites in Maryland and New Jersey consisting of 19 military personnel, three Temporary Assigned Duty staff, and five civilian staff, supporting 91 Providers in the care and treatment of over 14,000 beneficiaries.
- Worked well under pressure to ensure extended hours mission requirements were met in all 4 departments while dealing with a 27% manning reduction.
- Integral team member and project implementation lead for the Midshipman Induction Processing Summer Prescribing Lean Six Sigma Project reducing prescription near misses from a baseline of 31 to three, resulting in an improvement of 90.32%; reducing prescription medication errors from a baseline of nine to one, resulting in an improvement of 88.88%, and improved error-free prescribing rate to 99.93%.

Hospital Corpsman/Pharmacy Technician

04/2009 – 05/2016

Naval Health Clinic Quantico, VA and Annapolis, MD

- Provided quality care to 120,000 pharmacy patients; processed over 4,000 prescriptions monthly with 99% accuracy - Recognized for exceeding Navy Pharmacy standards.

- Independently managed/operated 4 remote satellite Tele-pharmacy sites; serving 60 patients daily.
- Ensured Pharmacy Training records, competencies, and Professional Qualification Standards for 19 Pharmacy staff members maintained a 98% compliance rate.
- Trained pharmacy staff for compliance with all controlled substance standards and procedures when filling medications resulting in zero discrepancies during numerous Controlled Substance Inventory Board inspections to comply with DEA regulations.
- Managed 16 clinical pharmaceutical storage areas encompassing 300 medications and eight anaphylactic kits with zero discrepancies while ensuring compliance with 109 Joint Commission Medication Management Committee standards.
- Supervised 4 Supply Petty Officers managing medical equipment inventory worth a combined \$750,000 and an Operational Target of \$4.2 million annually
- Recognized twice by Defense Logistics Agency Customer Pharmacy Operations Center as one of the top three Navy pharmacy sites world-wide, to achieve 100% brand to generic medication purchasing compliance increasing the medication ordering compliance rate to 98%, exceeding National Capital Region Formulary Management Team goal of 90%.
- Trained 18 pharmacy personnel on the hazardous drugs and hazardous waste program to comply with OSHA guidelines.
- Accounted for 21 departmental Hazardous Material (Hazmat) by disposing of expired Hazmat in a prescribed manner according to regulation and maintaining Personal Protective Equipment and Safety Data Sheets.

LEADERSHIP

Navy affiliated organizations

Treasurer , Junior Enlisted Association	08/2009 – 07/2010
Secretary , Morale Welfare and Recreation	06/2011 – 07/2012
Coordinator , Command Volunteer Program	09/2012 – 10/2013
Treasurer , First Class Petty Officer Association	07/2018 – 07/2019
Vice-President , First Class Petty Officer Association	08/2019 – Present

SKILLS

Foreign language proficiency: Swahili and Kikuyu
Medication Administration Certified
CPR/BLS Certified
Tactical Combat Casualty Care Certified

PERSONAL ACCOMPLISHMENTS/AWARDS

Senior Sailor of the Quarter – Dec 2019
Sailor of the Year – 2017
Navy and Marine Corps Commendation Award - 2018
Navy and Marine Corps Achievement Awards – 2014, 2015, 2018, 2019
Good Conduct Awards – 2011, 2014, 2017
Flag Letters of Commendation – 2013, 2017
Patient Safety Awards – 2011, 2013, 2014, 2015, 2016, 2017
Customer Service Awards – 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019
Community Volunteer Letters of Appreciation – 2011, 2013, 2015, 2016, 2017, 2018, 2019
