

Diana Tagbor

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PROFESSIONAL SUMMARY

A public health major, a dedicated and compassionate individual seeking a position focusing on addressing public health challenges and providing care. A skilled individual who can work independently and as part of a team. A strong interest in healthcare and medical research projects and a commitment to improving patient outcomes while contributing to community outreach efforts. Proficient in data analysis, accurate documentation, team collaboration, and detail orientation.

EDUCATION

Old Dominion University (ODU) **05/2025**

Bachelor of Science in Public Health, Minor in Human Services

Relevant Coursework: Population Health, Health Service Research, Epidemiology, and Biostatistics

Northern Virginia Community College **12/2021**

Associate of Applied Science

Relevant Coursework: Health Promotion and Assessment and Introduction to Nursing Concept

CERTIFICATIONS

- Microsoft Office Specialist
- Grant Seeking Essentials
- Teen Health 360
- Basic Life Support

PROFESSIONAL EXPERIENCE

Administrative Assistant **03/2025- Present**

ODU, Institute for Innovation & Entrepreneurship, Norfolk, Virginia

- Maintaining and organizing digital and physical filing systems, ensuring all records were up to date, easily accessible, and compliant with company standards and regulations
- Assisting with the creation, formatting, and editing of documents, presentations, and reports, ensuring high-quality work for internal and client-facing materials
- Preserving confidentiality of sensitive information and adhering to company policies regarding data protection and privacy
- Supporting team members by organizing and tracking tasks, deadlines, and progressing on projects to ensure smooth project execution

Assistant Director of Operations Intern

Silver Care, Norfolk **03/2025 – Present**

- Supporting daily operations and project management, ensuring the smooth delivery of home care services
- Assisting in maintaining digital and physical files, ensuring accurate documentation and compliance with regulations
- Participating in HR functions, including staff onboarding, caregiver credentialing, and employee management

Abstract Reviewer**04/2025**

American Public Health Association, Washington, DC

- Volunteered as an abstract reviewer for the APHA 2025 Annual Meeting & Expo, focusing on Maternal and Child Health topics
- Evaluated and provided feedback on submitted abstracts to ensure alignment with conference themes and scientific rigor
- Contributed to the selection process for presentations that advanced knowledge and research in Maternal and Child Health

Legislative Intern, Office of Delegate Cliff Hayes**01/2025 – 02/2025**

Virginia General Assembly, Richmond, Virginia

- Monitoring and tracking legislative developments during the Virginia General Assembly session
- Attending committee hearings, floor sessions, and legislative briefings to observe the legislative process
- Engaging with lawmakers, government officials, and other stakeholders to build a network in the public policy field
- Maintaining detailed records and files related to legislation, schedules, and constituent interactions

Legislative Intern, Office of Marcia Price**01/2025- 02/2025**

Virginia General Assembly, Richmond, Virginia

- Staff meetings with advocacy groups, organizations, and constituents, documenting key concerns and maintaining records for legislative reference
- Managed constituent correspondence and assisted in drafting newsletters, addressing inquiries, and communicating legislative update
- Developed bill binders with in-depth research, talking points, and speech drafts to support Delegate Hayes, ensuring well-prepared and impactful legislative contributions

Administrative Assistant**08/2024 – 12/2024**

ODU, Institute for Innovation & Entrepreneurship, Norfolk, Virginia

- Acting as a point of contact for customers, clients, or suppliers via email, over the phone, or in person
- Responding to questions and requests for information
- Maintaining files and records so they remain updated and easily accessible

Administrative Assistant**02/2024 – 05/2024**

Old Dominion University, Norfolk, Virginia

- Received visitors at the front desk and directed them
- Sorted and distributed the daily mail
- Drafted and edited letters and instructional documents
- Prepared professional communications
- Maintained detailed and accurate records of visitors

Clinical Technician 1**01/2022 - 08/2022**

Inova Fairfax Medical Hospital, Fairfax, Virginia

- Provided direct care to an average of 5 patients per day under the supervision of the registered nurse
- Collaborated with care team members to implement the plan of care to meet individualized and developmental patient care outcomes
- Applied healthcare knowledge in a hospital setting, adapting to diverse patient populations and their unique challenges
- Measured and recorded vital signs to inform clinical decision

Clinical Nursing Care Partner**08/2021 - 12/2021**

Sentara, Woodbridge Virginia

- Administered medication for patients as authorized by a lead health provider
- Observed patients' physical, mental, and emotional conditions and reported any changes
- Performed basic nursing tasks and provided accurate medication administration and quality care
- Assisted in patient care and recovery by providing wound care and patient education

Associate of Sales**03/2019 - 08/2020**

Harbor Freight Tools, Woodbridge, Virginia

- Assisted customers to complete purchases, locate items, and join reward programs
- Maintained organized and clean customer areas by completing daily recovery checklists
- Verified bills with counterfeit pens and examined coins to spot and refuse foreign currency
- Promoted company membership programs to enhance customer engagement

LEADERSHIP EXPERIENCE**ODU Public Health Student Association****01/2023 - Present****Secretary**

- Compiling detailed and organized notes at the weekly board meeting
- Providing support and contributing to group activities
- Scheduling appointments and maintaining calendar

The Summit, Old Dominion University**Women's Committee leadership****01/2024 - 5/2024**

- Collaborated with committee members to organize events and activities specifically designed to support and empower women students
- Contributed to creating opportunities for women to develop as role models within the university community
- Provided catering for events

Women's Initiative Network**08/2023 - Present**

- Participating in WIN's professional development platform, focusing on negotiations, personal branding, board placement, and executive coaching

- Engaging in discussions and workshops addressing unique challenges faced by women executives in learning, leadership, and organizational culture
- Joining in WIN programming aimed at promoting networking opportunities among female students at ODU and fostering connections with WIN alumni

VOLUNTEER EXPERIENCE

Invited Talk, Old Dominion University

09/2024

Student Public Health Orientation

- Presented on the VPHA mentorship program regarding its benefits and opportunities for students' engagement
- Shared insights from VPHA conferences, highlighting key experience
- Encouraged collaboration among students and professor

Teen Health 360 Program, EVMS Pediatric Department

07/2024 - 07/2024

Volunteer Data Entry Assistant

- Assisted with a data entry project for the Teen Health 360 program at EVMS Pediatrics
- Utilized Excel to organize and input data with a high level of accuracy
- Demonstrated attention to detail in handling sensitive data

New Vision Youth Service, Inc

08/2023 - 04/2024

Grant Writer Volunteer

- Assisted with the development and writing of grant proposals to foundations and other organizations
- Prioritized projects to keep multiple projects moving promptly, meet deadlines, and manage supplemental material required for proposals
- Supported persuasively communicating the organization's mission and programs to potential funders

Old Dominion University

ODU Peer Educator

01/2023 - 05/2023

- Engaged fellow students in programs and discussions that promote gender equality and anti-violence
- Presented relevant information associated with the study body on abuse
- Trained fellow students in the education and prevention of sexual violence, interpersonal violence, and healthy and unhealthy relationship dynamics

POSTER PRESENTATIONS

Tagbor, D. & Brown, E.A. "Identifying Entry-Level Public Health Jobs in Virginia by Public Health Competencies for Undergraduate Students." Poster presentation for Virginia Public Health Association 2024 Annual Conference, Richmond, VA: September 2024.