

Analise Foster

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Career Objective: Driven, high performance with excellent analytic, communication and problem-solving skills. Skilled at devising fun educational and recreational activities while maintaining utmost safety. Dedicated to satisfying client needs and surpassing job expectations.

Education:

GPA: 3.88 **Graduation:** December 14, 2024

Relevant Courses: Anatomy & Physiology 1 & 2, Biology 150, Chemistry, Managerial Epidemiology (HLSC 461), Human Resource Management, Finance and Budget in Health Care (HLSC 440)

• Bachelor Degree of Health sciences. Minor Management

Old Dominion University (2019-present)

Experience:

Healthy Portsmouth Coalition, Intern

August 2024 – Present

Portsmouth VA

- Actively engaged in coalition building, public health campaigns, and community outreach, regularly communicating with coalition members, project personnel, and community partners to ensure task completion and information sharing.
- Provided administrative support by managing logistics for CINCH and Healthy Portsmouth meetings, including sending invitations, taking minutes, updating rosters, and coordinating schedules.
- Conducted outreach through email and phone calls to participants, ensuring engagement and follow-ups for projects and Mammography.
- Developed and executed a social media communications plan, designing and posting educational content on multiple platforms using Canva Pro to create materials, flyers, and presentations.
- Assisted in organizing community outreach events and contributed to strategy development for enhancing engagement and promoting health education.
- Collaborated with project staff and community partners to identify and recruit new members, expanding the coalition's network.

- Gained hands-on experience in addressing health disparities and improving health equity, while enhancing organizational, communication, and social media management skills.

United States Navy (2017-April 17, 2024)

- Ensure the safety of the overall ship
- Driving the ship
- Ships and Maintenance
- Boat handling
- Combat
- UnRep and Fueling

The Children's Center (2020-2023)

- Keep a close eye on children to ensure their safety and well-being
- Ensure children are provided with nutritious meals and snacks.
- Regularly clean toys, play equipment's and other surface to maintain a healthy environment
- Attending to special needs children (autistic) soothing and calming them
- Helping children discover new interests by introducing them to art, music and sports.

Premiere Home Care (2015-2017)

- Showering the patient, dressing (clothing)
- Preparing the patient meals
- Walking the patients
- Communicating with the patient
- House Keeping (Laundry, washing dishes, mopping floor)
- Taking patient to their appointments

Achievements:

- Dean's list for academic achievement (2019- 2023)

Skills:

- Computer skills
- Establish and maintain positive relationships with children and their families
- Monitor children's activities to ensure safety and well-being
- Supervise children in a safe and nurturing environment
- Assist with meal and snack preparation

- Patient assessment
- Patient management
- Excellent communication and interpersonal skills
- Leadership and customer service skills
- Language (English)

Certifications

- Navy and Marine Corps Achievement Medal (NAM)
- Home Care Certifications (HHA)

References

- Estep, Connie J CEstep@odu.edu
- Ashlee A Steeley asteeley@odu.edu