

Hailey

EDUCATION

Old Dominion University | Norfolk, VA
Bachelor of Science in Business Administration
Major: Management

May 2022
GPA: 3.88

University of Maryland University College | Adelphi, MD
Associates of Arts in General Studies
Major: General Studies

Aug 2019
GPA: 3.8

RELEVANT COURSEWORK *(Classes that will assist you in being successful in your career)*

Intro to Contemporary Business
Principles of Financial Accounting
Principles of Managerial Accounting
Principles of Microeconomics

EXPERIENCE

Onelife Fitness | Norfolk, VA
Personal Trainer

Sep 2020-Present

- Conducted one-on-one personal training sessions incorporating aerobic and anaerobic exercise to assist clients in reaching fitness goals. Efforts improved fitness center revenue targets by retaining clients.
- Administered various fitness assessments.
- Counseled clients on exercise habits and proper nutrition, periodically monitoring progress.

US Navy | Okinawa, Japan
Practice Manager

Aug 2018-Aug 2019

- Oversaw daily operations of a high-volume dental clinic, coordinated patient scheduling and mentored new staff.
- Answered phone calls, confirmed appointments, and addressed patient concerns which resulted in an improved patient satisfaction rate.
- Created weekly Microsoft Powerpoint reports on mission readiness, clinical operations, and access to care and presented them to the director in charge.

US Navy | Okinawa, Japan; Beaufort, SC
Dental Assistant

Aug 2016-Aug 2018

- Assisted multiple providers in general dentistry, pediatrics, endodontics, oral surgery, and prosthodontics completing over 9k procedures valued at over \$3m.
- Served as the infection control representative and safety manager ensuring 100% compliance to the Bureau of Medicine and Surgery infection control policy and Occupational Safety and Health Administration.
- Prepared operating room and assisted with multiple pediatric sedation cases.
- Responsible for the central sterilization room. Operated sterilizers, biological incubators, and instrument washers required in sterile processing.

LEADERSHIP AND INVOLVEMENT

US Navy | Okinawa, Japan
Command Fitness Leader

Aug 2016-Aug 2019

- Facilitated large group physical training sessions to ensure 28 unit members were in 100% compliance with the U.S Navy fitness requirements.
- Administered 18 fitness assessments for over 250 personnel, ensuring proper test safety and monitoring for correct form.
- Led the Fitness Enhancement Program, providing comprehensive training plans and actively engaging with individuals on their physical fitness and offered nutritional advice. Efforts resulted in an 100% pass rate for all members of the program.

HONORS AND AWARDS

Deans List | Norfolk, VA
Nov 2020

Navy and Marine Corps Achievement Medal | Okinawa, Japan

Aug 2019

CERTIFICATIONS

American Council of Exercise | Beaufort, SC
Certified Personal Trainer

Jul 2020

American Red Cross | Beaufort, SC
AED/CPR Certification

May 2020

Department of Labor | Okinawa, Japan
Medical Secretary Certificate of Completion of Apprenticeship

Mar 2019

Department of Labor | Okinawa, Japan
Dental Assistant Certificate of Completion of Apprenticeship

Jan 2018