

# CAMILLE HAIRSTON

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## EXPERIENCE

Healthcare Administration Internship

Sentara CarePlex Hospital, Hampton, Virginia

- Completed 200 hours of work
- Worked alongside Manager of Customer of Operations in Guest Services Department
- Attended meetings and seminars
- I gained experience and understanding of the different departments in administration and understood how they contribute to providing effective patient care and services for the patient
- Shadowed Team Coordinator, RN, Inpatient Case Management, RN, Unit Coordinator, RN, Patient Advocates, Chaplain, Guest Services Representatives, Patient Care Services Coordinators and Program Coordinators/Leaders of Project Search program.
- Formulated and implemented policies and procedures to prioritize and improve patient experiences and safety

Medical Assistant

Hampton Roads ENT & Allergy, Hampton, Virginia

February 2023 – September 2024

- Interview and obtain patient's medical history
- Measure patient's vitals
- Help physicians with patient examinations and scribe exam visits
- Assist the physicians with surgical procedures (MOHs repairs, Cyst Excisions, Vivaer/Rhinaer)
- Contact and inform patients with pathology and laboratory results
- Send prescriptions and administer injections as directed by physicians
- Stock supplies and clean examination rooms
- Processed and confirmed pre-authorizations for surgical procedures.
- Earned 2,930 patient care hours

## EDUCATION

Old Dominion University,  
Norfolk, Virginia

Bachelor of Health  
Sciences, Health Services  
Administration with Minor in  
Management  
August 2021 - December  
2024

Lafayette High School,  
Williamsburg, VA

High School Diploma  
2016-2019

## KEY SKILLS

- ADMINISTRATIVE TASKS
- ADAPTABILITY
- STRONG COMMUNICATION
- ACTIVE LISTENER
- CUSTOMER SERVICE

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## Medical Scribe

Associates in Dermatology, Hampton, Virginia

December 2021 – January 2023

- Interview and obtain patients medical history
- Measured patient vitals
- Help physicians with physical examinations
- Ability to type 30-60 WPM
- Collected and prepared specimens for pathology
- Stock supplies and clean examination rooms
- Worked in medical records and billing department
- Earned 1,560 patient care hours

Seasonal Sales Associate/Cashier

Dicks Sporting Goods, Newport News, Virginia

November 2022 – January 2023

- Greet customers as they enter the store
- Answer customer questions and assist with requests
- Execute purchases and returns at the cash register
- Restock and organize merchandise on sales floor
- Promote store offers
- Process and fulfill online purchases

Restaurant Team Member & Barista

Panera Bread, Williamsburg & Norfolk, Virginia

June 2020 – November 2021

- Take customers' orders and serve food (drive-thru and front of restaurant)
- Opened bakery and stocked bakery items on display
- Make and serve all drink orders including specialty drinks, coffee and smoothies
- Handling sanitation and preparing tables for next customer
- Managed and delivered Curbside and Rapid pick-up orders

Sales Associate & Flow Stock Team Member

HomeGoods, Williamsburg, Virginia

July 2019 – January 2021

- Greet customers as they enter the store
- Gather and sanitize shopping carts
- Execute purchases and returns at cash register
- Restock all returns onto sales floor at end of shift
- Unload truck and stock merchandise on sales floor
- Promote store offers (TJX credit cards)

Staff Team Member

Williamsburg Indoor Sports Complex, Williamsburg, Virginia

June 2018 – March 2019

- Greet new incoming and complex members
- Scan members subscription
- Register and sign up new club members for subscription

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- Operate and monitor group games and obstacle courses
  - Operate cash register in retail store
  - Clean and organize retail store
  - Sanitize and clean areas
  - Work in arcade and operate machines

## **LICENSES/ACCREDITATIONS**

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CPR Certification from American Heart Association  
Valid August 2023 – August 2025

## **LEADERSHIP**

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Volunteer for Track and Field AAU Travel Team  
Hampton Roads Hurricanes, Hampton Roads Area  
Spring 2024

- Trained Middle Distance Runners
- Successfully trained and sent six athletes between ages 9-15 to Junior Olympics

