

# CAMILLE HAIRSTON

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## EXPERIENCE

### Healthcare Administration Internship

Sentara CarePlex Hospital, Hampton, Virginia

September 4, 2024 – November 29, 2024

- Earned 200 hours of unpaid work
- Worked alongside Manager of Customer of Operations in Guest Service Department, Jerry Kellam
- Attended meetings and seminars
- Gained experience and understanding of the different departments in administration and understand how they contribute to providing effective patient care and services, and overall production of healthcare
- Shadowed and observed multiple healthcare staff members and foresee what their job entails
- Participated in various projects or presentations to help improve functionality of hospitals

### 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
- Assisted 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

### Medical Scribe

Associates in Dermatology, Hampton, Virginia

December 2021 – January 2023

- Interview and obtain patients medical history
- Measured patient vitals

## EDUCATION

Old Dominion University,  
Norfolk, Virginia

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

Lafayette High School,  
Williamsburg, VA

High School Diploma  
2016-2019

## KEY SKILLS

- PROBLEM-SOLVER
- ADAPABILITY
- EFFECTIVE COMMUNICATION
- ACTIVE LISTENER
- CUSTOMER SERVICE

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- Help physicians with physical examinations
  - Type entire exam visit from start to finish
  - 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 in
- Register and sign-up new club members for subscriptions
- 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 four athletes between ages 9-15 to Junior Olympics

