

# ANAIYA T. EDWARDS

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## EDUCATION

Old Dominion University · Norfolk, VA

**Bachelor of Science in Health Services Administration**, August 2020-Expected Graduation 2024)

Norview High School · Norfolk, VA

**Advanced Studies Diploma**, (September 2016-June 2020)

Norfolk Technical Center · Norfolk, VA

**Dental Careers Program**, (September 2018- June 2020)

## WORK/VOLUNTEER EXPERIENCE

Harmony at Oakbrooke, Chesapeake, VA- Intern (January 2024-Present)

- ❖ Attended and participated in high level management meetings
- ❖ Observed clinical care and spoke with residents or caregivers
- ❖ Managed and analyzed data for each department
- ❖ Participated in activities with the residents as well as outings
- ❖ Comply with HIPAA laws and regulations while handling protected files
- ❖ Conducted a competitive analysis with other senior living communities

Troisi Dentistry, Chesapeake, VA- Hygiene Coordinator/Hygiene Dental Assistant (May 2022-November 2023)

- ❖ Coordinating hygiene related duties, such as filling the hygiene schedule
- ❖ Second on the phone to answer, screen and forward calls, providing information, taking messages and scheduling appointments.
- ❖ Learn to operate new office technologies as they are developed and implemented.
- ❖ Always maintain the highest level of confidentiality to HIPAA standards.
- ❖ Prepares, Decontaminates, and disinfects instruments, tray set up and instrument sterilization.
- ❖ Cleans and sets up treatment rooms for scheduled procedures.

Target, Norfolk, VA - Checkout Advocate (October 2018-Present)

- ❖ Scan and bag all guest items efficiently, neatly and in compliance with food safety standards and company best practices
- ❖ Engage with guests in a genuine way, which includes asking questions to better understand their specific needs

Old Dominion University, Norfolk VA- Campus Ambassador (November 2021-January 2022)

- ❖ Facilitated campus visits of individuals and groups
- ❖ Supported continuing students through their academic experience at ODU
- ❖ Attended scheduled team meetings

Estrada Dentistry, Chesapeake, VA- Dental Assistant Intern (July 2019-August 2019)

- ❖ Assisted the dentist with various dental procedures
- ❖ Processed and sterilized dental instruments and equipment, tray set-ups
- ❖ Performed radiological tasks such as exposing and processing x-rays

Little England Chapel Recreational Center, Hampton, VA - Camp counselor (June 2018-August 2018)

- ❖ Supervised campers and ensures their safety, development, growth, skill achievement, and general well-being.
- ❖ Facilitated and created lesson plans for daily activities.

- ❖ Organized and led various small and large group activities

### **SKILLS**

- ❖ Customer Service skills
- ❖ Microsoft Word, Powerpoint
- ❖ Leadership Skills
- ❖ Communication Skills
- ❖ Eaglesoft
- ❖ Appointment Scheduling

### **CERTIFICATIONS / AWARDS**

- ❖ National Honor Society (April 2019-June 2020)
- ❖ National Technical Honor Society (April 2019-June 2020)
- ❖ CPR (October 2019-renewed January 2022)
- ❖ DANB; Dental Assisting National Board (2020)
- ❖ OSHA Certification (May 2022-Renewed July 2023)