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| Profile Name:  Kaili Laurendeau  Address:  1116 Bells Mill Rd. Contact PHONE:  757-621-3537  EMAIL:  kailialexis@yahoo.com |  | EDUCATIONGrassfield High School Semptember 2016 – June 2020  [GPA: 3.64, was in the Nationals Honor Society, made the Regionals team for cross country, and participated in multiple clubs such as Key Club and Fellowship of Christian Athletes] Old Dominion University August 2020 - Present  [Became a member of young life, spikeball club, and joined a Greek organization where I held a position as Director of Events] WORK EXPERIENCETropical Smoothie Cafe [Food Service Worker] April 2019 – July 2020  [Customer service, food preparations, cleaning, and closing] Sentara Leigh Hospital [Clinical Support Associate] June 2021 – June 2024  [Round on patients, assist nurses, transport blood to and from the lab, pick up medications]  **Sentara Leigh Hospital [Administrative Associate]**  June 2024 – Present  [Schedule patient hospital follow up appointments, pick up medications, transport labs, assist the unit]  **Sentara Leigh Hospital Internship**  January 2025 – Present  [This internship is showing me how an orthopedic unit in a hospital is run with ordering and organizing supplies, learning payroll and the different work codes, and scheduling PCP appointments when a patient is discharged. I also edit the calendar at the beginning of the month with the important dates and put up any fliers with important information around the unit.] **SKILLS** \*Customer Service  \*Patient Care  \*Microsoft Office  \*Social Media  \*Basic Life Support Certified (January 2025) |