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| ProfileName:Kaili LaurendeauAddress: 1116 Bells Mill Rd.ContactPHONE:757-621-3537EMAIL:kailialexis@yahoo.com |  | EDUCATIONGrassfield High SchoolSemptember 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 UniversityAugust 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) |