

Jaelyn Keith

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EDUCATION

Old Dominion University | Norfolk, VA
Bachelor of Science in Health Sciences
GPA: 3.95
Major: Health Services Administration
Minors: Management and Psychology

Expected Graduation: December 2022

RELEVANT COURSEWORK

Public and Community Health Administration, Finance and Budgeting in Healthcare, Policy and Politics of Health, Healthcare Marketing, Health Ethics and Law, Health Informatics, and Community Health Resources and Health Promotion

RELEVANT EXPERIENCE

Health Research of Hampton Roads | Newport News, Virginia

October 2018- August 2019

Archiving Office Assistant

- Updated patient data in online database to maintain archives of patient health information
- Organized and maintained on-site archives of study paperwork
- Assisted study coordinators with any necessary health research study related projects
- Maintained strict patient privacy and confidentiality
- Communicated effectively with patients and colleagues

ADDITIONAL EXPERIENCE

Clearwater Pool Management | Yorktown, Virginia

May 2018- September 2018

Lifeguard

- Supervised patrons and carefully enforced swimming facility policies and guidelines to ensure safe behaviors and responded as necessary to minor and emergency situations
- Maintained a neat and clean pool and pool area to maintain safety and good condition for patrons
- Effectively communicated with patrons and swimmers using verbal commands and whistle according to safety procedures and protocol

LEADERSHIP AND INVOLVEMENT

ODU Global Brigades | Norfolk, Virginia

August 2019– March 2020

- Assisted with set-up, clean-up, and other activities during a free healthcare clinic offered to community members by the Global Brigades organization
- Gathered medical supplies to take on a medical missionary trip to Honduras where medical providers provided free medical care to Hondurans

ODU Young Life | Norfolk, Virginia

August 2019– March 2020

- Gathered with other believers to participate in activities and learn about the Bible
- Assisted local families with household needs through a local church while on a spring break trip

HONORS AND AWARDS

ODU Presidential Scholarship | Norfolk, Virginia

August 2019- Present

ODU College of Health Science Dean's List | Norfolk, Virginia

August 2019- Present