Kiley Dellinger

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PROFESSIONAL SUMMARY

Independent professional and knowledgeable problem solver. Experienced in customer service and able to clearly communicate issues to diverse customers. Experienced caregiver adept in patient and quality care for young children. Broad knowledge of marketing using leadership and advanced customer service

PROFESSIONAL EXPERIENCE

Internship **August 2026 - Ongoing**
Healthy Chesapeake Inc., Chesapeake Regional Mobile Clinic, Chesapeake, VA

- Assist in patient intake
- Scribe during patient appointments
- Analyze clinical encounters from a public health perspective
- Attend community events

Caregiver **January 2024 – February 2025**

Elderly Individual (Rose Family), Portsmouth, VA

- Ensure the safety and hygiene of individual
- Spend quality time
- Organize medications
- Take care of individual's pet

Nanny **September 2022 – December 2023**
Moseley and Mykelby Family, Virginia Beach, Virginia

- Transported children to preschool and back.
- Monitored children during the day.
- Promoted a safe environment for children and family.
- Assembled meals for breakfast, lunch, and dinner.

Front Desk Consultant **September 2019 – June 2021**
Dellinger's Tire and Auto, Chesapeake, VA

- Consulted with customers on their car issues to check them into the shop.
- Established a plan with customers for further action on their vehicles.
- Attained vehicle parts and tires for production
- Facilitated the checkout process.

EDUCATION **Ongoing**
Bachelor of Science in Public Health
Old Dominion University
High School Diploma **June 2020**
First Colonial High School

SKILLS
[Problem Solving] | [Customer Service] | [Leadership] | [Computer Skills]

VOLUNTEER EXPERIENCE

Portsmouth Humane Shelter **December 2019**

- Washed animal beds and blankets.
- Washed animals' food bowls.
- Took part in numerous enrichment activities.

On Stage Dance Academy, Chesapeake, VA **September 2017 – June 2018**

- Taught ballet classes to ages 3-7
- Taught acrobatics classes 5-8
- Promoted an environment of learning and fun