

KRISTEN SETLIFF

512 River Gate Road Chesapeake, VA 23322 | 757.759.1085 | kristen.setliff01@gmail.com

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Dear Recipient,

I am entering my final year of study at Old Dominion University and seeking an internship that fosters my desire to apply my formal education in a practical environment. My previous employment and volunteer work has afforded me a wide range of experience. I am excited at the prospect of bringing my talents to your organization.

I look forward to hearing from you, at your earliest convenience, to discuss how my experience and qualifications will prove valuable to your organization. Please see my attached resume for a detailed look at my experience and skills.

Thank you for your time and consideration.

Sincerely,

Kristen Setliff

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Education

Old Dominion University

2022 - present

Bachelor of Science in Health Sciences - Expected 2024

Major - Health Services Administration

Minor - Management

Tidewater Community College

2020 - 2022

Associate of Science in General Studies - Completed

Experience

Ferguson Family - Nanny

2023 - present

Provides full time professional care to a 3-year-old toddler

Organizes educational activities/games to enhance intellectual development

Establishes a structured daily schedule while ensuring a safe and stimulating environment

Lindley Family – Nanny

2020 - 2023

Caregiver for two children ages range from 7-11 years old

Assisted in elementary academics and organized extracurricular activities with transportation

Provided positive reinforcement of responsible behavior and accountability

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YMCA, Great Bridge/Hickory – *Child Watch Attendant*

2018 - 2020

Supervised children to ensure they are in a safe, clean, and nurturing environment

Planned exploratory and educational group activities

Developed a schedule to ensure proper ratio of attendants to children

CHKD – *Student Volunteer*

2018

Monitored, organized, and filed medical records while maintaining confidentiality of the patients within Health Insurance Portability and Accountability Act of 1996 (HIPAA) laws

Reviewed patient documents and accounts to ensure data accuracy and integrity

Greatly expanded vocabulary in medical terminology

Sentara Healthcare Administration - *Internship*

2024

Assisted in the process of financial planning and monitoring the budget of the clinic to ensure strategic goals are being met.

Attended various leadership meetings to ensure there is an enhancement in operational efficiency and quality of healthcare.

Gained knowledge on health insurance procedures and policies.

Maintained confidentiality and accuracy when handling patient health records into charts.

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Used Epic Medical Software to develop schedules of outpatient rehab while maintaining high volume communication between the patients and providers.

Coordinated a project of analyzing the data of the clinic's arrival rates and developed a solution that would improve efficacy and operation of the clinic.

Skills and Knowledge

CPR and First Aid Certified Bloodborne Pathogen Trained

Resourceful Effective Communicator Project Planning

Self-motivated Customer Service Oriented Critical Thinking