

DANIELLE HAIRSTON

CONTACT

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EDUCATION

Bachelor of Science

Biology & Psychology

Chemistry Minor

Cognitive Neuroscience Emphasis

University of Denver

Denver, CO

2013-2017

Functional Anatomy &

Psychology

University of Glasgow

Glasgow, UK

Fall 2016

KEY SKILLS

Leadership & Management

Exceptional EQ

Detail-Oriented

Problem Solving

Analytical Thinking

Strong Communication

Self-Starter

LICENSES & CERTIFICATIONS

NREMT

March 2018 - June 2020

CAREER OBJECTIVE

Project manager with experience implementing and modernizing policies and procedures, managing the execution of a project from beginning to end while exceeding expectations, and supervising different teams and individuals to provide superior patient care while maintaining constructive communication. Aiming to utilize my analytical skills to manage and solve problems in a detail-oriented fashion to effectively fulfill the Project Manager roll in your company. Possess a B.S. in Psychology and Biology.

ADMINISTRATIVE EXPERIENCE

SUMMIT DERMATOLOGY - Colorado Springs, Colorado

Project Manager | Jan. 2020 - Present

- Routinely complete complex assignments requiring independent action and a high degree of initiative to resolve issues with consistency and accuracy.
- Provide leadership, management, and strategic support for a variety of projects while maintaining an environment that fosters teamwork and engagement.
- Train all necessary personnel during the implementation phase of the projects.
- Adhere to the mission and goals of the practice throughout the research phase, building phase, and completion phase of each project.
- Advance the practice by modernizing the policies and procedures through the implementation of TeleHealth, Kiosk, Scribe, etc.

PROFESSIONAL PSYCHOLOGY CLINIC - Denver, Colorado

Clinic Assistant | July 2014 - Aug. 2017

- Perform in-depth intakes for prospective clients and audits for current clients
- Complete duties, such as scheduling rooms, scanning, filing, and checking in/out materials
- Provide student clinicians with assessment materials and other needs
- Provide a safe and confidential environment for clients

MEDICAL EXPERIENCE

SUMMIT DERMATOLOGY - Colorado Springs, Colorado

Histology Lab Supervisor | May 2019 - Present

Histotechnician | Nov. 2018 - May 2019

- Supervise the operations of the histology lab and personnel
- Prepare sections of human tissue for microscopic examination and patient diagnosis, using techniques to gross, embed, section, stain, and mount tissue
- Assist the Practice Administrator in selecting, training, monitoring, and evaluating personnel
- Complete all necessary documentation, manage inventory, and order supplies
- Adhere to CLIA, State Regulations, HIPAA, Safety and OSHA Regulations

Lead Medical Assistant | April 2019 - Present

Medical Assistant | Aug. 2017 - April 2019

- Responsible for supervision, overseeing, training, and evaluating of all MAs
- In charge of recruiting, interviewing, hiring, orienting and training of new MAs
- Monitors staff knowledge of policies and procedures and ensures that new procedures are implemented correctly
- Involved in pertinent provider meetings to discuss overall progress and future goals
- Responsible for completing and sending out the weekly schedule and duties to the MAs
- Room patients, verify medical history, obtain detailed account of chief complaint
- Brief provider on patients's condition and assist by documenting the exam and treatment
- Assist in all tasks and procedures including biopsies, excisions, ED&Cs, and Mohs

ADDITIONAL SKILLS

Bilingual: French Speaking

PC and Mac: Proficient in Microsoft Office, Google programs, and experience in medical programs such as Titanium and eClinicalWorks.