

# 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.