

Angelina Hendren
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EDUCATION

Virginia Commonwealth University

Bachelors in Interdisciplinary Studies concentrating in Creative Marketing and Innovation

Expected Graduation May 2025

Cumulative GPA: 3.2

EXPERIENCE

Administrative Assistant Intern

VCU Family Medicine Richmond, VA October 2023 - Present

- Arrange medical documents for doctors and nurses, therefore ensuring that licenses and other professional medical documents are accessible for medical staff and administration
- Communicate with other administrators to coordinate interviews and meetings, creating easy accessibility and flow within administrative and medical staff's work schedules
- Evaluating the credentials of medical staff within multiple departments to successfully onboard new recruits and ensure that current medical staff and continue practicing

Kohls Store Associate

Chester, VA September 2020 - January 2021

- Aided customers during their shopping and purchasing experience, successfully acquired multiple 5 star surveys weekly
- Enhanced customer service experience by introducing customers to online platforms, therefore encouraged customers to shop online and use coupons
- Established healthy relationships with regular customers, inturn helped increase sales for the duration of employment
- Insured co-workers were supported by taking initiative in different roles and multi-taking which inturn boosted productivity throughout shifts

Office Assistant

VCU Neurosurgery Richmond, VA July 2019 - April 2020

- Collaborated alongside administrators with on-boarding doctor residents, created a seamless experience for interviewers and interviewees
- Managed faxing, filing, and scanning documents into databases for co-workers, allowed for work to be completed efficiently
- Met standards set by administrators by keeping regular communication

ADDITIONAL EXPERIENCE

Business Development

Ram Rocketry at VCU February 2024 - Present

- Create professional relationships with potential and current club sponsors, ensures that students within Ram Rocketry have access to a variety of resources
- Develop business strategies to expand Ram Rocketry's influence, ensures that Ram Rocketry is constantly developing and able to explore diverse opportunities Aiding with establishing public presence within the Aerospace community, helps prospect students and sponsors understand the positive impacts Ram Rocketry is creating for the Aerospace and VCU communities

SKILLS

Microsoft Word: Intermediate

Excel Sheets: Intermediate

Social Media - Facebook, Instagram, and Twitter (X): Advanced