**COURTNEY LORRAINE HALE**

Phone: 703-300-5444

Email: halecl@dukes.jmu.edu

5257 Signal Hill Drive

Burke, Virginia 22015

**EDUCATION**

***Bachelor of Science***

Health Sciences - Public Health Education Concentration *May 2018*

*James Madison University Dean’s List Fall 2016*

*Major* GPA 3.504 *Spring 2017*

*Cumulative* GPA 3.293

**VOLUNTEER EXPERIENCE**

**Virginia School for the Deaf and Blind**  *Spring 2017*

*Staunton, Virginia*

* Worked in the PAES lab supervising the individuals’ progression through each level of a given task
* Assisted students in facilitating the set up and operation of the school store
* Conducted mock interviews for students
* Assisted and implemented supervisor with lesson plans and class activities

**Vine and Fig Service Learning Project** *Fall 2016*

*Harrisonburg, Virginia*

* Developed a walking-tour pamphlet that highlighted and explained all of the sustainable living features on the property such as the edible forest garden, the rain garden, the aquaponics, and the cob oven and volunteered on-site once a week

**Surgical Post-Operative Floor at Sentara Rockingham Memorial Hospital** *Fall 2015*

*Harrisonburg, Virginia*

* Maintained cleanliness of bedroom cabinets via organization and restocking
* Established relationships with patients and ensured Sentara’s standards of care were met
* Maintained comfort of patients and family members by providing proficient customer services

**WORK EXPERIENCE**

**Titan Pool Service – *Area Supervisor*** *Summer 2017*

*Fairfax County, Virginia*

* Conducted interviews for hiring, processed paperwork and tax forms for new employees
* Scheduled and managed coverage for 7 different pools, supervising over 50 employees
* Conducted bi-weekly inspection reports of facilities to ensure safety, cleanliness, quality of personnel, and to ensure compliance with local Health Department regulations in both Fairfax County and the City of Alexandria
* Conducted inventories of cleaning supplies, chemicals, and safety equipment
* Assisted with payroll and payroll review
* Planned a community enrichment day in partnership with CCI and Greenheart for our international lifeguard program

**Burke Station Swim Club – *Manager*** *Summer 2012-2016*

*Burke, Virginia*

* Scheduled and managed pool staff as well as organized special pool/community events
* Supervised a staff of 21 lifeguards; planned and executed staff meetings
* Served as a liaison for Fairfax County Health Inspections

**Fairfax County School Superintendent’s Office – *Intern*** *Summer 2013*

*Falls Church, Virginia*

* Moved and organized files during the transition between superintendents as well as conducted other basic office work such as making copies, scheduling meetings, etc.
* Edited various documents in Microsoft word and reviewed and updated the list of schools eligible for additional funding

**EXTRACURRICULAR INVOLVEMENT**

**Make Your Mark on Madison Student Leadership Program – *Participant***  *Fall 2014*

*James Madison University, VA*

* Engaged in various activities that enriched leadership capabilities such as conflict resolution simulations
* Engaged in teambuilding exercises
* Experienced guest lectures from various JMU alum

**SUMMARY OF SKILLS**

* CHES Certified (*As of October 2018)*
* Microsoft Office applications
* Pool Operator’s License
* APA proficient
* SPSS application
* Grant writing
* CITI Program Certificate