

Kamora Hammond

HEALTH SCIENCES STUDENT · OPERATIONS & PROJECT COORDINATION · TRILINGUAL

Tampa, FL | khamm.05@gmail.com | [linkedin.com/in/kamora-hammond](https://www.linkedin.com/in/kamora-hammond) | Open to Internships & Remote Work

PROFILE

Health Sciences student at the University of South Florida with practical experience in startup operations, office administration, scheduling, client communication, and direct service support. Across Elevin Solutions and Sevin Solutions, builds and maintains day-to-day systems that keep growing teams organized. Academic work also includes hands-on Arduino programming, sensor integration, AutoCAD design, and 3D-printed prototyping. Seeking internships and remote opportunities in healthcare administration, project coordination, and operations.

CORE SKILLS & TOOLS

Healthcare & Compliance

HIPAA, CPR, medication administration, client and family support

Digital Systems & Communication

70+ WPM, data entry, Google Suite, Microsoft Office, email and phone support

Technical Design & Prototyping

Arduino, AutoCAD, 3D printing, sensor systems, prototype testing

Operations & Coordination

Startup operations, scheduling, client communication, records, daily administration

Creative Tools

Canva, Adobe Express, event graphics, social assets, HTML/CSS basics

Languages English (Native) · Korean (Advanced) · Spanish (Intermediate)

EXPERIENCE

Business Operations Manager

Elevin Solutions · Privately Held Company

Nov 2025 – Present

- Coordinate four core operating areas—startup systems, scheduling, client communication, and administrative tracking—for a growing privately held company.
- Build repeatable workflows for intake, scheduling, follow-up, and record organization as the business develops.
- Support day-to-day business operations and administrative planning.

Office & Administrative Assistant

Sevin Solutions · Privately Held Company

June 2023 – Aug 2025

- Managed four recurring office workflows: email, scheduling, document organization, and client correspondence.
- Maintained centralized digital records and supported consistent daily administrative flow.
- Provided reliable, detail-oriented support across multiple business functions.

Direct Service Provider

2023 – Present

- Responded to email and phone inquiries with warmth and professionalism.
- Maintained organized digital logs and coordinated virtual appointments.
- Built trust-based rapport with clients and families while upholding safety protocols.

Tutor — Math, Science & Robotics

G3

Aug 2022 – Present

- Tutored students using visual and interactive tools across in-person and online sessions.
- Co-developed STEM content and structured digital slide decks for curriculum delivery.
- Tailored teaching methods to individual learning needs and styles.

EDUCATION

University of South Florida

B.S. Health Sciences — In Progress

Est. Graduation 2027

CERTIFICATIONS & LICENSES

- HIPAA Certified** · patient privacy & compliance
- CPR Certified** · emergency response
- Florida Medication Administration License** · licensed to administer and distribute medications in the State of Florida

PROJECTS & ACHIEVEMENTS

Startup Operations Workflow

PROCESS DESIGN

Mapped intake, scheduling, client communication, administrative tracking, and review into a centralized reusable operating flow for a growing privately held company.

Responsive Portfolio Launch

DIGITAL SYSTEMS

Set content direction, visual priorities, and acceptance criteria for an AI-assisted responsive portfolio; coordinated mobile QA, external UX feedback, public deployment, and PDF synchronization.

Autonomous Sensor-Tracking Robot

CIVIL ENGINEERING PROJECT

Programmed Arduino-based sensor logic for a robot designed to follow a predetermined track autonomously. Contributed to AutoCAD design, preparation of 3D-printable components, prototype integration, testing, and troubleshooting.

Gun Control Policy Research & Reform Proposal

ACADEMIC FINAL PROJECT

Led a three-person academic team comparing United States and international gun-control policies; synthesized the research into a proposed Florida policy framework and presented the recommendations and evidence to a faculty panel.