

# Kamora Hammond



HEALTH SCIENCES STUDENT · OPERATIONS & PROJECT COORDINATION · TRILINGUAL

Tampa, FL | klhamm.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. 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

### 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 · Family Company

Nov 2025 – Present

- Own four core operating areas—startup systems, scheduling, client communication, and administrative tracking—for a growing family-owned company.
- Build repeatable workflows and day-to-day structure from the ground up as the business develops.
- Support planning and decision-making on the business-development side as the company scales.

### Office & Administrative Assistant

Sevin Solutions · Family 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
- Medication Administration Validation** · licensed to administer & distribute medications in the State of Florida
- Adobe Certified** · exact certification title and issuer pending verification

## 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 family 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.

### Gun Control Policy Research

ACADEMIC

Led a 3-person team producing a comparative study of U.S. and international gun laws; designed a multimedia Florida policy proposal and delivered the findings to a faculty panel.