

Virginia Sexton-Cornett

724 Trap Shooter Cir Longs, SC 29568 Tel: 276-920-4866
lollysmom2000@gmail.com / [linkedin.com/in/virginiacornett](https://www.linkedin.com/in/virginiacornett)

QUALIFICATIONS PROFILE

Strategic, performance-focused, and results-driven professional, offering thirty years of experience personal care and guidance. Armed with well-developed communication skills and the ability to interact effectively with individuals of all ages and on all levels. Skills as a Pastoral Counselor and Chaplain with over 5000 hours of Emergency Services Chaplaincy. The ability to remain calm under stressful conditions, conflict resolution skills, working and connecting with diverse groups of people, detecting and addressing problems before they escalate, and the ability to lead groups or individuals toward their goals all directly apply in personal and group settings. Works well in both team environments and as an independent worker. Proficient in maintaining accurate records and files in the administrative assistant settings that I worked in. Take initiative in acquiring information to maintain these records. Extensive knowledge in HIPPA laws and regulations.

RELEVANT EXPERIENCE

Grand Strand Pediatrics| Myrtle Beach, SC
Referral Coordinator

February 2018- Present

- Maintain ongoing tracking and appropriate documentation on referrals to promote team awareness and ensure patient safety. This tracking may use an IT database.
- Ensure complete and accurate registration, including patient demographic and current insurance information.
- Assemble information concerning patient's clinical background and referral needs. Per referral guidelines, provide appropriate clinical information to specialist.
- Contact review organizations and insurance companies to ensure prior approval requirements are met. Present necessary medical information such as history, diagnosis and prognosis. Provide specific medical information to financial services to maximize reimbursement to the hospital and physicians.
- Review details and expectations about the referral with patients.
- Assist patients in problem solving potential issues related to the health care system, financial or social barriers (e.g., request interpreters as appropriate, transportation services or prescription assistance).
- Identify and utilize cultural and community resources. Establish and maintain relationships with identified service providers.
- Ensure that referrals are addressed in a timely manner.
- Remind patients of scheduled appointments via mail or phone.

Southwest Virginia Weather Association| Pulaski, Virginia

July 2014- Present

Chaplain

Minister to people one-on-one and for groups, providing spiritual counseling or crisis intervention during times of crisis and difficult circumstances. They facilitate sessions for prayer, reflection or meditation, whether with an individual or a group. Offer prayer during stressful circumstances and life events, and pastoral counseling to all in need or crisis during weather events or other situations where pastoral intercession is needed.

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Lighthouse Behavioral Health Care System | Conway, SC

October 2017- February 2018

Mental Health Technician

- Responsible for helping doctors and nurses with the treatment of patients who have various behavioral problems, such as substance abuse, post-traumatic stress disorder, mental instability and physical and emotional abuse.
- Understands and implements individual treatment plans, record patient behavior and provide a safe, supportive environment for the patients. Provides and records assisting in daily activities.

Wythe County Public Schools | Wytheville, VA

August 2011 - August 2017

Long Term Substitute Teacher

- Fill in for teachers and office personnel who are off for any reason in all subject areas.
- Substitute for all of Wythe County's public schools including guidance and the administrative offices.
- Developed lesson plans in accordance with plans left by the previous teacher.
- Provided instruction in various core subjects.
- Worked with high school administration to develop long term learning plans.
- Ensured students have a supportive and conducive learning environment in the classroom.
- Respond to inquiries from students and parents in timely and respectful manner.
- Evaluate student progress and prepare tests and quizzes to determine comprehension of the designated subject.
- Provide remediation for students in preparation of the standard of learning tests.
- Proficient in Power School Software used to ensure accurate attendance and grading for students.

Wythe County E911 Center |Wytheville, VA

2013-2014

911 Emergency Communications Operation (Dispatcher)

- Take incoming calls for all Wythe County ambulance, fire and police assistance and assess the caller's needs; emergency and non-emergency.
- Multi-task while at the same time remain calm and composed when they communicate with a caller seeking help in a crisis, skillful in de-escalating crisis situation.
- Evaluate the situation and consequently decide what services and how many personnel to dispatch to the location of the caller.
- Required to file reports of all the calls received.
- Remained prepared in the event of an employee shortage or a crisis where more than the allotted amount of dispatchers was needed.
- Certified Dispatcher through Southwest Virginia Criminal Justice Academy and VCIN/NCIS certified.

Sparklean Commercial Cleaners | Wytheville, VA

2005-2011

Owner / Operator

- Owned and operated an eVA registered commercial Cleaning and contracting business.
- Supervised and worked with 25 employees in different locations
- Servicing state buildings, cleaning, floor servicing, basic maintenance and remodeling.

OTHER WORK EXPERIENCE

Southwestern Virginia Mental Health Institute | Wytheville, VA

1995-2005

Psychiatric Lead Aid

Asbury Center at Birdmont | Wytheville, VA Lead Aid | CNA

1986-1995

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Pastoral Experience

Ordained Minister with the IPHC Conference

Ecclesiastical Endorsed Chaplain with the IPHC Conference

Associate Pastor Rosenbaum Chapel PH Church | Wytheville, VA

Associate Pastor Pilgrims Crossing Church | Wytheville, VA

VOLUNTEERING EXPERIENCE

Wythe County Rescue Squad | Wytheville, VA

Chaplain | Lifetime Member 2012 - 2014

- Duties include Spiritual Guidance in a time of crisis and assistance in emergency situations.
- Liaison with families and hospitals. Counseling to help relieve stress in a crisis situation.

Earlier Positions Held:

- Licensed EMT
- Over 5000 hours in service as a Basic EMS Chaplain and EVOC driver

Education

Bachelor of Science in Religion | Counseling

Liberty University, Lynchburg, VA

T e c h n i c a l A c u m e n

Achievements

- Trained in Power School Software and Attendance
- CPR Certified 05/2019
- EVOC (Emergency Vehicle Operator)
- VCIN/NCIS Level B
- CAD (Computer Aided Dispatching)
- Public Response to Terrorism-Awareness Certification

Proficiencies: Good communication skills, time management skills, work independently as in a group setting, problem solving skills, very flexible and adaptable.

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References:

Pastor Jim Moran

908 Sheffy School Road, Wytheville VA 24382

Phone Number (540)392-0629

E-mail Address jmsmor@aol.com

Joyce Stroupe

805 Stroup Mountain Road

Wytheville VA, 24382

(276) 228-7784