

DANELLE STANTON-HUMPHREYS

CONTACT

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SKILLS & ABILITIES

- Client Relationship Management & Communication
- Time Management & Deadline Adherence
- Strong Work Ethic & Dedication to Excellence
- Continuous Learning & Professional Development
- Organizational & Planning Skills
- Dependability & Accountability
- Regulatory Compliance & Patient Confidentiality

LANGUAGES

- English (Fluent)
- Afrikaans (Fluent)
- Spanish (Beginner)



PROFESSIONAL SUMMARY

Healthcare professional with nearly a decade of experience across pharmacy operations and medical office administration, with a strong track record in patient care, regulatory compliance, and clinical support. Experience in managing the full scope of front-line healthcare environments, from dispensing and inventory control to billing, records management, and patient communication. Further certified in nutrition coaching and practice, providing a holistic understanding of patient health - from medication and clinical support through to lifestyle and long-term wellbeing.



WORK EXPERIENCE

Wellspring: Nutritional Pathways

Nutrition/Weight Loss Coach | Independent Nutrition Coaching
Gibbons, A.B. | March 2024 - April 2026

- Conduct comprehensive client assessments including health history, dietary patterns, lifestyle factors, and personal wellness objectives.
- Design individualized nutrition and wellness programs tailored to client preferences, needs, and evidence-based best practices.
- Educate clients on nutritional literacy, including food label interpretation, portion control strategies, and informed decision-making for sustainable dietary choices.
- Provide consistent accountability and motivational support through scheduled coaching sessions delivered in-person and via virtual platforms.
- Integrate holistic wellness factors including sleep optimization, stress management, physical activity, and emotional eating patterns into comprehensive client care plans.
- Apply evidence-based behavior change methodologies, including motivational interviewing and strategic goal-setting frameworks, to facilitate long-term habit formation and client success.



WORK EXPERIENCE

Dr. Stefan Du Toit Medical Clinic

Medical Office Assistant/Procedural Assistant

Gibbons, A.B. | November 2023 - March 2025

- Managed patient reception and communication by answering phones, responding to emails, scheduling and confirming appointments, and providing pre-visit instructions.
- Maintained accurate and confidential patient records, updated medical histories, filed test results and referrals, and managed both digital and physical records.
- Processed billing and insurance claims, managed payments, handled billing inquiries, and ensured compliance with privacy laws including HIPAA.
- Provided clinical support by taking and recording vital signs (blood pressure, temperature, weight), preparing exam rooms, assisting with specimen collection, and helping patients prepare for consultations.
- Supported office operations by ordering supplies, managing inventory, preparing financial reports, and coordinating internal communications.

Valemount IDA Tele-Pharmacy

Pharmacy Assistant/Technician

Valemount, B.C | June 2017 - November 2023

- Assisted pharmacists in dispensing prescription medications and over-the-counter products while ensuring accuracy and patient safety.
- Maintained inventory control by monitoring stock levels, processing orders, and organizing pharmaceutical supplies according to regulatory standards.
- Processed insurance claims and resolved billing discrepancies to facilitate patient access to medications.
- Provided customer service by answering patient inquiries, managing prescription refills, and coordinating with healthcare providers.
- Operated pharmacy information systems to enter and verify patient data, prescription details, and insurance information.
- Prepared medications including counting tablets, labeling containers, and compounding non-sterile preparations under pharmacist supervision.
- Maintained compliance with regulations and pharmacy protocols to ensure confidentiality and adherence to safety standards.



EDUCATION

High School Diploma

Valemount Secondary School
Valemount, B.C. | 2015 - 2020

ACHIEVEMENTS

2020 | **Graduation Class
Valedictorian**

2020 | **Academic Scholarship for
Trinity Western University**

2019 | **Scholarship Award**

2018 | **Honor Roll**

2018 | **Effort Award**

2016 | **Effort Award**

2016 | **Music Award**

HOBBIES & INTERESTS

- Nutritional & Biological Sciences
- Competitive Athletics: Basketball, Figure Skating, Ice Hockey, Softball, Gymnastics, Volleyball, Swimming, Golf, Soccer (2005-2020)
- Musical Arts
- Spending time with friends and family



WORK EXPERIENCE

Big Time Power Cleaning/Ledcor Cleaner

Valemount, B.C. | January 2022 - April 2023

- Cleaned, organized, and sanitized offices, bathrooms, washcars, and kitchens for pipeline workers in industrial settings.
- Managed waste disposal by collecting and transporting garbage and recycling across work sites.
- Performed floor maintenance including sweeping and mopping to maintain clean and safe work environments
- Assessed and corrected visible hazards on site to ensure workplace safety compliance



CERTIFICATIONS

September 2023

CPR and AED Certification | International Sport Science Association

November 2023

Personal Training Certification | International Sport Science Association

January 2024

Nutritionist/Nutrition Coach Certification | International Sport Science Association

March 2024

Body Building Specialist Certification | International Sport Science Association

February 2024

Strength and Conditioning Specialist Certification | International Sport Science Association

September 2024

Weight Loss Coach Certification | Udemy



REFERENCES

Available upon request.