



Executive Administrative Assistant

Arion Hairston

Arion is inspired by the way health literacy improves the efficiency of health care delivery. When providers use the principles of health literacy to communicate, people get information they can understand and use the first time they hear it.

She has always been passionate about process improvement, and Arion believes that improving organizations at the administrative level is where excellent health care begins. At HLM, this begins with Arion's planner. She swears by it. She takes great pride in keeping HLM organized because she takes great pride in the programming HLM provides and the impact that it makes on the communities they serve.

Prior to her position at HLM, she served as an office coordinator for several oncology units, providing financial and administrative support at Barnes-Jewish Hospital and Children's Hospital. Before that, she had the privilege to work with patients hands-on as a nursing assistant.

Arion is very active in her community, founding an organization that provides a helping hand to older adults, single mothers, and the community at large. She is also on the community advisory board for Collective Souls Inc, a youth mentoring enrichment program.

Arion has a bachelor's degree in health care management and is currently working on her master's in industrial-organizational psychology.

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As the Executive Administrative Assistant, Arion Hairston makes sure everyone has what they need to do their job. She works with the Business & Office Manager to coordinate logistics for projects, conferences, meetings, and workshops. She also manages calendars and performs all necessary accounting tasks to keep HLM programming running smoothly and efficiently.



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