

Rene' Sharrock

Transitioning to Amarillo

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Summary

Looking for employment in Amarillo. My ideal job would be working for a not-for-profit organization, helping veterans or in the tourism/entertainment industry.

Experience

Assistant at Savage Equipment (Pecan Equip Mfg)

January 2014 - July 2014 (7 months)

<http://www.savageequipment.com/> Assistant to C.E.O. and other departments. Back up receptionist.

Converted paper files to digital format.

Admissions Coordinator/Marketer at Mays Home Health

February 2013 - December 2013 (11 months)

Marketed a four county area for home health agency, created monthly newsletters, coordinated physician luncheons, arranged speaking engagements, coordinated events, attended health fairs, electronic submission of patient information.

Receptionist at Mid-Plains Construction

April 2013 - September 2013 (6 months)

<http://www.midplainsconstruction.com> General reception duties, took rent payments, bid assistant for office administrator, copied architectural plans, converted printed O&M manuals and other informational information on digital format for close out documentation.

1 recommendation available upon request

Front Desk Receptionist at Healogics (Wound Care and Hyperbaric Clinic)

September 2012 - April 2013 (8 months)

Scheduled appointments, prepared patient charts, electronic medical records, filing, patient payments, ordered supplies. Full time hire which was altered later to a part time position.

Medical Assistant at The Skin Clinic (Dermatology)

January 2012 - September 2012 (9 months)

Front desk duties including answering multi-line phone system, scheduling appointments, collecting co-pays and payments, input patient medical history into electronic medical record system, some marketing for the cosmetic and skin care products. Assisted skin care clinician as needed. Part time position.

Receptionist at Texoma Peanut Company

July 2006 - January 2012 (5 years 7 months)

Answer multiple phone lines, correspondence, daily inventory report, greet domestic and international visitors to office, arrange conference calls, coordinate meetings, assist with grower meetings and bi-annual buying point managers meetings. Made slideshows highlighting local grower fields for grower dinners/meetings. Maintained company scrapbook.

Marketing Coordinator at Adrenalina Estates

January 2004 - January 2005 (1 year 1 month)

Coordinated publicity and marketing for a real estate venture/adventure tours. Made flyers, brochures, video/DVD presentations promoting the new development. Showed property to potential buyers. Ad layout design, media relations. On the marketing board for a local children's non-profit group which emphasized sustainable tourism, agriculture and development.

Director of Marketing at Wound Care and Hyperbaric Center/Atascosa Med Assoc.

January 1992 - February 2003 (11 years 2 months)

Marketed area physicians and health industry professionals, coordinated physician luncheons, created power point presentations, assisted nurses with wound care as needed, took patient wound photos for electronic medical record charts, filing, back up receptionist, speaking engagements. Originally started out as a Medical Assistant for a multi-physician clinic: Podiatry, Orthopedic, General Surgery, Obstetrics, Neurology, Cardiology. Took x-rays, cast tech, vital signs, medical charting, patient H&P, scheduled surgeries for orthopedic. Promoted to office manager: extensive workers' comp coordination, managed co-workers, advertisements, deposits, reports, opened and closed office. Promoted to Director of Marketing when Hyperbaric Oxygen clinic opened.

1 recommendation available upon request

Honors and Awards

Newcomer Award

Ardmore Little Theatre

August 2010

Co-organized theater's Facebook page (which now has over 1,900 likes), organized archived photos by scanning and editing to post online, cast on stage as well as back stage doing props and sets, ushered patrons to their seats, tended bar, box office, etc.

Admission Coordinator Excellence award

Mays Home Health

2013

Presented to the most efficient admissions coordinator who consistently provided accurate data input: extensive medical history, current health symptoms, insurance information, support system information, demographic details. Award given at Atoka, Oklahoma admissions coordinator meeting.

Volunteer Experience

Secretary/Treasurer at Marshall County Historical Society and Museum, Madill, OK

Integrated a marketing program to include a Facebook page, slideshow presentations, speaking engagements, networking, webpage improvements, photography, event planning. Events: annual Veteran's Day program, Chamber of Commerce banquet, parades. Attended monthly meetings and annual meeting. Started out as a volunteer then was asked to serve on the board.

Past board member and volunteer at Marshall County Chamber of Commerce, Madill, OK

2007 - 2012 (5 years)

Event planning: annual banquet and silent auction. Created power point slideshows highlighting each chamber member which was shown during the meal and auction on large screens in the auditorium. Created flyers, brochures, announcements, photography, assisted with webpage updates. volunteered at events such as Christmas parades, poker runs, judged "Little Mr. and Miss Marshall County" pageants, etc. Attended monthly meetings and sub-committee meetings.

Camp volunteer at Kids Saving the Rainforest, Quepos, Costa Rica

2004 - 2005 (1 year)

Volunteered at a weekly camp where children learned about ecological and environmental issues. Our goal was to encourage awareness of the critical importance of saving rainforests. To accomplish this I was part of a creative team that wrote and produced skits that the children performed for tourists on various subjects as wildlife preservation, poaching, safety in the rainforest (snake identification), and importance of keeping the beaches clean. We went on field trips to butterfly farms, animal sanctuaries, planted trees, raised money for monkey bridges, etc. Subjects such as sustainable construction, agriculture and environment were key issues.

Set construction at WOBP (Way Off Broadway Players)

February 2015 - Present (2 months)

Community theater group located in Tishomingo, Oklahoma. I helped with set construction for the play "The Odd Couple: Female Version"

Parent Volunteer at Madill High School Speech and Debate Team

August 2009 - May 2013 (3 years 10 months)

Assisted speech and debate teacher/coach with local tournament and away tournaments. Judged events as needed.

Skills & Expertise

Microsoft Office

Microsoft Excel

Microsoft Word

Photoshop

Customer Service
Advertising
Outlook
HTML
English
Social Media
Public Relations
Editing
Event Management
Public Speaking
Strategic Planning
Event Planning
Windows
Time Management
Facebook
Teamwork
Team Leadership
Marketing
Fundraising
Sales
Nonprofits
Social Networking
Community Outreach
Newsletters
Marketing Communications
Social Media Marketing
Media Relations
Marketing Strategy

Education

Healogics

2013

New Horizons Computer Learning Centers

PowerPoint 2002 Level 1, 2004

Bee County College (Pleasanton TX branch)

Adult Education Independent Studies, English Comp., History, Psych., Word Processing, 1997 - 1999

Grade: Cumulative GPA 3.75

Healthcare Cash Management Seminars, Inc.

Healthcare Cash Management, 1994

Grade: Certificate of Completion

Nurses Advisory Association

Legal Aspects of Charting and Documentation, 1993

S.W. School of Business & Technical Careers

Medical Assistant, Medical Assisting, 1992 - 1992

Grade: 97

Coastal Bend Society of Radiologic Technologist

1992

Grade: Certificate of completion

SEMPCO X-Ray

X-Ray Tech, 1992

Texas Agriculture Extension Service

Child Care Providers Training, 1992

Grade: certificate of completion

Interests

Ardmore Little Theater (past member on Marketing committee), Museum of Southern Oklahoma & Historical Society (Board of Directors), Marshall County Chamber of Commerce (past board member), Scuba Diving, gardening, photography.

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2 people have recommended Rene'

"Rene has an exemplary work ethic. She's there on time every day ready to do whatever is asked of her. She has excellent people skills and keeps a smile no matter how difficult the situation or task. On any given project she gives 100 percent. Rene is a team player and a loyal employee. Rene is an asset as a co-worker, employee, and friend."

— **Leah Tyner**, *Office Administrator, Mid-Plains Construction, Inc.*, managed Rene' at Mid-Plains Construction

"Rene" worked for me in a large rural medical group in South Texas from 1992 to 2002 and was the greatest employee in all areas assigned that I have had the pleasure of hiring. I retired as a full Colonel US Army and with this personnel background I found Rene" to be number one. She was then hired as my Marketing Director for a Wound Care and Hyperbaric unit which I was Medical Director for and again her work ethics and performance was outstanding. My highest recommendations go with this employee. I retired in 2006 and will always have the highest regard for her."

— **Dr. Vern Peters**, was Rene's client

[Contact Rene' on LinkedIn](#)