

SHANNON B. SAMPLE
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Multi-skilled professional offering the dedication and perseverance to forge new relationships through professional leadership attributes, cross-cultural and global management efforts, and the desire to succeed and make substantial contributions to organizational goals.

- **Experience:** Ten years of polished expertise in leadership, management, training and public relations achieving the rank of Captain in the United States Army.
 - **Business Acumen:** Confident business communicator and financial manager with accountability for \$3M in assets.
 - **Marketing - Communications:** Served as focal point of contact for successful medical practice and fostered relations throughout the medical community and its patients.
 - **Efficiency:** Consistently selected over other officers to lead the company in professional development.
 - **Organization:** Improved an underachieving unit by restructuring the training program and launching new procedures to increase productivity and ensure intangible reporting.
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PROFESSIONAL EXPERIENCE

Medical Office Manager, THE DOCTOR'S CLINIC, Macon, GA **05/2003 - Present**

- Perform any combination of following duties under direction of physician to assist in examination and treatment of patients: interview patients, measure vital signs and record information on patients' charts.
- Prepare treatment rooms for examination of patients and positions instruments and equipment.
- Inventory and order medical supplies and materials, schedule patients for tests, schedules appointments, receive payment for statements, maintain medical records, perform secretarial tasks, and complete insurance forms.
- Utilize various medical software systems and platforms to manage and store data.
- Sit in and observe meetings with pharmaceutical representatives to determine product feasibility.
- Manage pharmaceuticals including prescriptions, over the counter medications and healthcare supplies.

UNITED STATES ARMY

2000 – 5/2003

- Entered military service as a 2nd Lieutenant Officer and was quickly promoted, in reverse chronological order, to Battalion Chemical Officer, Platoon Leader, and Brigade Chemical Officer.
- Evaluated and determined the unit support requirements for the corps and developed the plan of support.
- Served as the senior technical advisor and staff planner to the Commander
- Responsible for the training, readiness, tactical employment, professional development, discipline, safety and welfare of 7 noncommissioned officers and 12 enlisted personnel.
- Maintained, accounted for, and readied equipment worth in excess of \$3,000,000.00.
- Monitored, improved, and sustained training, unit readiness and standing operating procedures (SOPs).
- Provided training to subordinate personnel and advised executive management on training requirements.
- Provided insight, guidance, and personal mentoring to subordinates and restored positive readiness rating.
- Ensured supply and storage facilities and procedures adequately safeguarded equipment and supplies.

Accomplishments:

- *Saved the Army \$25,000 by performing Staff Assistance Visits and personally handle challenging personal issues.*
 - *Awarded Army Commendation Medal for equipping staff during their activation in support of Operation Iraqi Freedom.*
 - *Instrumental in the company's attainment of the Army Award for Maintenance Excellence.*
 - *Consistently selected over other officers to lead the company in Officer and NCO Professional Development.*
 - *Awarded the Army Commendation Medal for planning and managing assignments for up to 12 separate police units.*
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EDUCATION

Bachelor of Arts Degree in Political Science, UNIVERSITY OF GEORGIA, ATHENS, GA
Army ROTC Senior Cadet Executive Officer (#2 positions) 1999
Army ROTC Tier 1 Scholarship Recipient
Studied Art History Abroad, Summer 1997