



# SHARON STONE

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## HEALTHCARE & HUMAN RESOURCES PROFESSIONAL

### PROFESSIONAL SUMMARY

- Resourceful medical professional **with six years of healthcare administration experience coupled with five years in HR management.**
- Change agent with **proven history of increasing profitability and finding innovative solutions to complex issues.**
- Strong background in healthcare management **with demonstrated problem solving and conflict resolution skills.**
- History of **driving advancements in training, productivity, and team motivation through proactive approaches.**

### SUCCESS SNAPSHOT

<u>KEY AREAS OF EXPERTISE</u>	<u>MAJOR HIGHLIGHTS</u>
Healthcare Administration	Reduced department budget by <b>50% within 12 months</b>
Human Resources	Extensive experience in three areas: <b>recruitment, employee retention, and payroll management</b>  HRIS Professional (Workday)

### RELEVANT SKILLS

#### HUMAN RESOURCES

Recruitment & Employee Relations | Project Management | Strategic Planning / Human Resources Management / Onboarding & Interviewing

#### HEALTHCARE

Leadership | Ethical Judgment | Patient Preparation | Scheduling | Results-Driven

### WORK HISTORY

#### **Medical Assistant** (Full-Time)

**Tom & Jerry Orthopedics**, - Stockbridge, GA

08/2019–Present

**Oversee and manage total operations of the front office | First line contact for all patients**

- Update and file patient medical records while providing hands-on support to the clinical director.
- Draft and maintain all company procedural manuals and educate patients on office policies.
- Serve as purchasing agent ordering monthly supplies.
- Record pertinent information like test results, patient history, and medication list in the chart to ensure the physician has current information.

#### **Leasing Consultant** (Full-Time)

**Sunset Properties**– Stone Mountain, GA

08/2016–08/2019

**Former leasing consultant with 3+ years of leasing consultation experience | Managed a 144-unit property with a diverse residential population**

- Managed all leases from potential and existing clients.
- Coordinated property viewings, follow-ups, and updating of contact management database.
- Marketed all rental listings through open houses and individual showings.
- Negotiated lease terms with landlords and property management companies.
- Coordinated and scheduled lease applications and adhered to compliance requirements.
- Executed new lease agreements and coordinated move-in processes.

**Human Resources Assistant** (Full-Time)

**Mohawk Industries** – Roanoke, AL

01/2011–08/2016

**Served as coordinator of new-hire intake, processing, and on-boarding | Collected and reviewed required employment information such as I-9's, employment application, background checks, reference checks, resumes to assess candidate's qualifications.**

- Led the employee onboarding process for **100+** new hires.
- Processed weekly, biweekly, monthly, and payroll actions.
- Managed and tracked the Family Medical Leave Act (FMLA), short-term disability, and ADA for over 300 employees.
- Traced benefit and compensation trends by creating and implementing employee surveys.

**Logistics Supervisor** (Full-Time)

**Sanford Memorial Hospital** - Atlanta, GA

02/2006–01/2011

**Effectively built and fostered high performing teams by ensuring teamwork within the department | Procured a fleet of ambulances to accommodate the population and growth**

- Strategically planned methods to achieve and exceed operational goals.
- Established and annually reviewed standards and work procedures for all housekeeping and maintenance staff.
- Planned work and staffing schedules to ensure adequate coverage of services rendered.
- Assisted in the hiring process: interviewing, hiring, and training of new medical staff and operational employees.
- Oriented and supervised all supervisory/housekeeping staff.
- Performed regular inspections and made recommendations to improve hospital processes.

**JOB-RELATED CERTIFICATIONS/AFFILIATIONS**

- SHRM Certification, Anticipated 08/2021
- Certified Customer Service & Marketing Professional, 2002
- SHRM Certified Professional (SHRM-CP), Atlanta Chapter, Member

**EDUCATION**

➤ **Master of Science:** Healthcare Administration | **Southern Grown University**– Online

**Anticipated Completion Date:** 08/2022

➤ **Bachelor of Science:** Human Resource Management | **University of the Titans**– Online, 09/2017