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Sharon Bettes-Groves

35 connections

Operations Manager

Albuquerque, New Mexico | Medical Devices

Current Edge Endo, Guidance Endodontics, US Endodontics

Previous Dr. Felix Madrid, Advanced Endodontics











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First Name Last Name

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People Also Viewed

-  **Bobby Bennett, CPIM, MBA**
Business Consultant/Endodontic Specialist
-  **Jeanette Aguilar**
Sales Representative
-  **Richard Elliott**
Pastor at Atonement Lutheran Church
-  **Young Ace**
Music Professional
-  **Jami Stout**
Co-Founder of Investing Info-Marketing Summit
-  **Janis Harris**
retired at Retired and enjoying life
-  **Chastity Ives**
Personal Assistant/ Admin Manager
-  **Crystal Joy Abbate**
Full time Mom
-  **Elaine Aragon**
Admin. at DR Horton
-  **Jolanna Peterson**
Legal

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Summary

A dedicated and solutions-oriented leader who has demonstrated the ability to lead diverse teams. Strong technical and business qualifications with a notable track record of more than 15 years of hands-on experience in business development and product management. Proven ability to successfully analyze an organization's business needs, identify areas of improvement and develop cost-effective solutions

Experience

Operations Manager

Edge Endo

November 2012 – Present (2 years 4 months) | Albuquerque, New Mexico Area

ACCOUNTING & FINANCE

- Improvements in revenues, profits, ROI, and other financial measurements
- Design/implementation of cost controls and quantifiable results
- Negotiation of contracts including dollar amounts, profits and cost savings

BUSINESS ADMINISTRATION

- Design/implementation of streamlined work procedures and processes
- Introduction of automated tools, programs, and systems to enhance efficiency
- Internal and external communications responsibilities
- Contributions to improved operations, cost reductions, and overall performance improvements
- Personnel training and development experience, and the success of those employees
- FDA device registration and listing compliance

PURCHASING AGENT

- Coordinate activities involved with obtaining goods services, s.a. raw materials, end products and supplies
- Inventory, receiving and forecasting to maintain proper stock levels
- Confers with suppliers to obtain product price, availability and quality control matters
- Develops and prepares purchase orders
- Export and import shipping



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GOLD STANDARD EXHIBIT 2011
US ENDODONTICS v. GOLD STANDARD

MARKETING

- Evaluates target markets and proposes marketing strategies
- Manages all phases of website development, direct mail, digital, E-commerce and print advertising.
- Plans and contributes at trade shows and special events.

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EXECUTIVE & GENERAL MANAGEMENT

- Measurable increases in revenues, profits, ROI, and other financial indices
- Leadership of/contributions to strategic planning and long-term business development
- Success in expanding into new markets
- Improvements in organizational performance, infrastructure, and productivity

Operations Manager

Guidance Endodontics

July 2008 – Present (6 years 8 months) | Albuquerque, New Mexico Area

ACCOUNTING & FINANCE

- Improvements in revenues, profits, ROI, and other financial measurements
- Design/implementation of cost controls and quantifiable results
- Negotiation of contracts including dollar amounts, profits and cost savings

BUSINESS ADMINISTRATION

- Design/implementation of streamlined work procedures and processes
- Internal and external communications responsibilities
- Contributions to improved operations, cost reductions, and overall performance improvements
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PURCHASING AGENT

- Inventory, receiving and forecasting to maintain proper stock levels
- Confers with suppliers to obtain product price, availability and quality control matters
- Develops and prepares purchase orders

Accounts Payable/Receivable Manager

US Endodontics

January 2011 – Present (4 years 2 months) | Albuquerque, New Mexico Area

ACCOUNTING

- Accounts Payable Processes & Management
- Invoices/Expense Reports/Payment Transactions
- Corporate Accounting & Bookkeeping
- Records Organization & Management
- Journal Entries & General Ledger
- Spreadsheets & Accounting Reports

Office Manager

Dr. Felix Madrid

March 2005 – June 2008 (3 years 4 months) | Rio Rancho, NM

ADMINISTRATION & OFFICE MANAGEMENT

- Contributions to improved operations
- Personnel training and development experience, and the success of those employees
- Hires, trains, supervise and evaluates staff member performance
- Formulates employee and office policy manuals
- Establishes, improves and maintains patient and provider relationships.
- Obtains revenue and collections management
- Insurance and credentialing
- Maintains financial records and patient records management
- Resolves account discrepancies by investigating documentation

Office Manager

Advanced Endodontics

October 1998 – March 2005 (6 years 6 months) | Albuquerque, New Mexico Area

ADMINISTRATION & OFFICE MANAGEMENT

- Contributions to improved operations
- Personnel training and development experience, and the success of those employees

- Hires, trains, supervise and evaluates staff member performance
- Formulates employee and office policy manuals
- Establishes, improves and maintains patient and provider relationships.
- Obtains revenue and collections management
- Insurance and credentialing
- Maintains financial records and patient records management
- Resolves account discrepancies by investigating documentation

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Courses

Independent Coursework

Information and Technology
Project Management

Volunteer Experience & Causes

Treasurer/Secretary

Sunset Little League
January 1995 – December 2000 (6 years) | Children

Opportunities Sharon is looking for:

- Joining a nonprofit board

Causes Sharon cares about:

Animal Welfare
Children
Environment
Human Rights
Science and Technology

Skills

Office Management	Spreadsheets	Accounts Payable	Team Building
Staff Development	Bookkeeping	Business Analysis	Accounts Receivable
Inventory Management	HR Policies	Credentialing	Provider Relations
ICD-9	Records Management	Billing Mediation	See 6+

Groups



DENTAL TECHNOLOG
Y



Operations Manager

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