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Sharon Bettes-Groves

35

Operations Manager

Albuquerque, New Mexico | Medical Devices

Edge Endo, Guidance Endodontics, US Endodontics Previous

Dr. Felix Madrid, Advanced Endodontics

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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
- -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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retired at Retired and enjoying life

Personal Assistant/ Admin Manager





Crystal Joy Abbate Full time Mom



Elaine Aragon Admin, at DR Horton



Jolanna Peterson Legal



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GOLD STANDARD EXHIBIT 2011 US ENDODONTICS v. GOLD STANDARD



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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.

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
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BUSINESS ADMINISTRATION

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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



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- —Hires, trains, supervise and evaluates staff member performance
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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

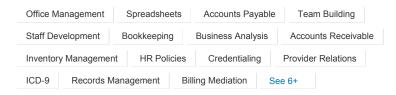
Opportunities Sharon is looking for:

· Joining a nonprofit board

Causes Sharon cares about:

Animal Welfare Children Environment Human Rights Science and Technology

Skills



Groups





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