

COVER LETTER

DEAR SIR / MADAM

I am writing to express my strong interest in an opportunity to be considered for job openings within your company. With over 17 years of professional experience in case management, sales management, and office management/administration, I bring a proven track record of successfully driving multifaceted projects, overseeing strategic marketing treatments, and efficiently managing office operations.

Throughout my career, I have consistently demonstrated my ability to lead and collaborate with cross-functional teams to deliver projects on time and within budget. As a Lead Flexologist, I adeptly scheduled, monitored, and managed various cases, ensuring seamless communication among members and meticulous attention to detail. My experience in this capacity has honed my skills in risk identification, timeline optimization, and problem-solving, resulting in consistently successful outcomes —skills that are transferable to any corporate environment.

My tenure as a Director of Admissions has equipped me with the strategic vision and execution capabilities necessary for effective treatments and market values of services. I have executed comprehensive treatment strategies that have driven revenue growth and enhanced company visibility. From researching treatments to care plans, I have overseen the entire process, fostering care and innovation to create impactful outcomes.

As an Office Manager, I have maintained well-organized and efficient work environment, streamlining administrative processes and optimizing resource allocation. My keen eye for process improvement has resulted in increased operational efficiency and enhanced employee satisfaction. I excel in managing diverse tasks ranging from budgeting and procurement to staff supervision, all while upholding the highest standards of professionalism.

My extensive experience, coupled with my dedication to achieving excellence, has consistently positioned me as a reliable and results-driven professional. I am enthusiastic about the opportunity to leverage my expertise in a dynamic role and contribute to the company's continued success.

Personally, I am an avid baker who enjoys exploring my creativity through a variety of outlets, including painting and 3D printing. I love culture, art, food, volunteering and I am always trying to spend time with my 2 dogs.

Thank you for considering my application. I am excited about the prospect of joining your team and am confident in my ability to make a meaningful impact. I look forward to the opportunity to discuss how my skills align with your needs in greater detail.

Sincerely,

Shanon Snead

Shanon Snead
The Woodlands, TX
Phone: 417-597-0216
Email: sburks1221@gmail.com

Objective:

To secure a rewarding position that enables me to utilize my existing skills, expand my expertise, and contribute meaningfully to the organization's achievements.

Professional Experience

Lead Flexologist

StretchLab, Hughes Landing - The Woodlands, TX

May 2022 – Present

Area Manager: Jared Leachman, 346-220-4375

- Provide customized one-on-one assisted stretches tailored to clients' needs.
- Educate clients and employees on stretching techniques and mobility assessments.
- Train new hires and lead a team in continuing education sessions on new stretches and techniques.
- Organize and lead monthly team meetings; collect client feedback for service improvements.
- Develop and manage personalized client plans to achieve their fitness and mobility goals.
- Manage personal schedule and maintain responsibility for client outcomes.
- Participate in pop-up events and manage social media to attract new clients.

Director of Admissions / Medical Sales / Rehab Specialist

Premier Physical Medicine, Pearland, TX

September 2021 – May 2022

Office Manager: Tommy Pelischek, 281-485-8955

- Developed and delivered sales presentations to prospective and current patients.
 - Maintained consistent and professional communication with patients throughout their care plans via phone, face-to-face, and email.
 - Resolved patient concerns by investigating issues, devising solutions, and preparing reports with recommendations for management.
 - Collaborated with physicians to develop and implement patient care plans.
 - Demonstrated strong interpersonal communication and customer engagement skills.
 - Established trust-based relationships with healthcare clients, partners, and alliances.
 - Gained a thorough understanding of the healthcare industry and its current challenges.
- Reason for leaving: Relocated*
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Receptionist / Administrative Assistant

ReConnect Detox & Holistic Center, Missouri City, TX

March 2018 – October 2018

Supervisor/Owner: Theresa Beude, 713-992-3480

- Managed patient check-ins, payments, scheduling, and general inquiries via phone and email.
- Designed promotional materials and assisted with marketing efforts.
- Supported massage therapists with administrative tasks and client care.
- Maintained cleanliness and organization of the facility and managed inventory.
- Recorded monthly revenue and sales; proficient in using MindBody and Constant Contact.

Reason for leaving: Business closed

Office Manager / Administrative Assistant

De Motu Mobility Therapy, Houston, TX

February 2017 – March 2018

Supervisor/Owner: Bardia Shemirani, 281-974-4433

- Oversaw patient check-ins, scheduling, payments, and communication with clients.
- Assisted therapists and chiropractors with administrative and clinical tasks.
- Coordinated daily objectives and maintained cleanliness of work areas.
- Managed social media content creation and tracked monthly revenue.

Reason for leaving: Reduced hours

Radiology Administrative Support

Cox Health - South Radiology, Springfield, MO

October 2008 – October 2016

Supervisor: Carla Carrison, 417-269-4056

- I lead radiology operations on weekends, with nine years of experience in a high pressure healthcare environment.
- Trained new staff on multiple platforms and communicated effectively with medical personnel regarding patient care.
- Handled patient check-ins, insurance verification, and payments; familiar with Cerner, PACS, Powerscribe, PowerShare, and other medical systems.
- Managed high call volumes, provided excellent customer service, and ensured the work areas remained clean and stocked.

Reason for leaving: Relocated out of state

Education**Bachelor's Degree in Fitness Health & Performance**

University of Houston - Clear Lake

Graduated: 2020

Relevant Coursework: Kinesiology, Biomechanics, Human Anatomy & Physiology

Volunteer Experience

Volunteer

Memorial Hermann Sports Medicine & Rehabilitation - Pearland West, Pearland, TX

January 2020 – March 2020

Supervisor: Ryan Collins, 713-436-8869

- Assisted multiple physical therapists with patient care and administrative tasks.
- Documented patient progress, learned about myofascial release and aquatic therapy, and provided general support to the rehabilitation team.
- Completed over 80 volunteer hours.

References

- Dr. Jacob Hinojosa, D.C. (Assisted for 1 year) | 806-729-0195
- Dr. Gemma McDonald, D.C. (Assisted for 7 months) | 713-385-6761
- Linda Buckner (Front Desk/Friend, Known for 2 years) | 281-979-0637