

**Shannon Hastings**  
**136 Crossbow Trails Ln. Lawrenceburg, IN 47025**  
**812-571-0919 or shannon0919@outlook.com**

To Whom It May Concern:

I am confidently applying to your Open position with the hopes of joining your team. I welcome all opportunities, enjoy the challenge, and yearn to succeed.

I feel I would greatly benefit you as my skills have increased becoming a regional operations manager for Comprehensive Pain Specialists overseeing 5 states and 15 offices. Which led me to the position with Ethos Laboratories of managing 29 states. I am currently a multi-clinic manager for Commonwealth Pain and Spine with multiple locations. I can perform all duties in any office setting efficiently and accurately ranging from compliance, day to day operations, medical sales, patient marketing, developing professional relationships, front desk, scheduling, billing, insurance verification, accounts receivable, All HR duties (hiring, firing, employee issues, job posting), benefits, payroll, accounting, and clinical duties (scribe, vitals, procedures, injections). I handle all patient complaints and I am also in charge of disciplinary actions for my staff. I only wish to continue this journey by furthering my education and skills.

I am very confident in the work I do, and I know can be an excellent addition to your team. Your day will run smoothly knowing that I perform my job very well. Please contact me with any questions that you have.

Sincerely,

Shannon Hastings

**Education**

**Ivy Tech Community College 2007-2009**

Associates of Applied Science  
(Medical Billing, Coding, & Phlebotomy)

&

Microsoft Office Certified

**Rising Sun High School**

2003-2007

**Employment**

**Commonwealth Pain and Spine**

Multi-Clinic Manager

August 2018-present

**Ethos Laboratories**

Clinical Field Manager

Sept. 2017 – June 2018

**Comprehensive Pain Specialists**

Regional Operations Manager

Sept. 2014-Sept 2017

**Northern Kentucky Center for Pain Relief**

Assistant Office Manager

Oct. 2013-Sept 2014

**Primary Eye Care Associates**

Medical Assistant/Optician

February 2012-Sept 2013

**References**

**Rachel York**

Commonwealth Pain and Spine

812-584-4410

**Dr. Christopher Middendorf**

Comprehensive Pain Specialists

859-512-5397

**Jamie Hayes**

Hill-Rom

513-490-0948