

## Julie R. Shelton

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October 2013 -  
Present

### TABC Beer and Wine Sales / Event point lead

*Colts Concessions*

TABC certified – State certified to sell and serve beer and liquor  
Coordinator - Daily Schedules and money delivered to 8 concession stands  
Inventory management - Before and after events, including spoilage and comps  
POS transactions - Credit card and cash drawer sales  
Book keeping - Reconcile cash and credit receipts

February 2013 to  
October 2013

### Patient Care Coordinator / Office Manager

*Premier Hearing Center, Richardson, Texas*

Sole employee in a busy audiologist office. Responsible for all administrative and clerical tasks. Worked directly with the doctor to keep his office running smoothly.

- Patient Contact - Checked in 20+ patients daily (greeted, registered, screened all paperwork for errors)
- Records - Update and charted over 200 patient records
- Clerical - Coordinated with dozens of insurance companies.
- Book keeping - Reconciled account ledger with corporate office
- Record keeping - Completed and filed all business reports to regional office (inventory, daily patient records)
- Electronic records - Entered data for patient financial accounts, insurance and patient diagnosis

October 2010 to  
April 2013

### Psychiatric Patient Transport Driver / Attendant

*Transicare Incorporated*

On a daily basis, transported patients from medical facilities to psychiatric facilities for secured admittance

- Provided professional transport using State and Federal protocols (patient care, record handling and safety)
- Complied with State controlled procedures for patient admission and records handling
- Met security, criminal and driving record background checks

May 2010 –  
September 2010

### Assistant Crew Manager

*US Census Bureau, 2010 Census*

Trained new employees, supervised reports and records corrections for a crew of 12 census takers

- Clerical - Payroll records (daily and weekly)
- Record handling - Daily Transported Census interviews to a secure location
- Met rigid requirements for Federal employment, including extensive background checks

May 2007 – August  
2009

### **Department Shop Assistant UTA Theater**

*University of Texas (Arlington), Arlington, Texas*

- Organization - Completely reconfigured materials in storage, spaces top to bottom, improving inventory control
- Initiative - Recognized by department head for correcting long term storage problems
- Cataloged costumes and accessories

2001- 2007

### **Diamond Certified Salesperson and Office Manager**

*Zale's Jewelers, Town East Mall, Mesquite, Texas*

- Professional certification - Completed Certification for diamond sales
- Bridal and engagement sales – detailed sales knowledge to meet customer requests from company's product lines
- Provided excellent customer service, resulting in repeat customers and increased sales projections
- Bookkeeping – Assisted in records keeping for new inventory, shipping, layaways or repairs for the entire store

## **Education**

University of Texas at Arlington –14 credits needed to graduate. Continuing my completion online.