Sharon Barrett, M.A., M.Ed. sharon.barrett.soprano@gmail.com | (432) 634-4982

Public Health Student

- **University graduate program** 2026-present
  Take coursework such as quantitative public health research and health promotion.
- **Midwifery didactics/internship** 2025-present
  Complete bachelor of nursing prerequisites and midwifery coursework. As a clinical assistant under the supervision of licensed providers, follow policies and procedures to maintain an organized clinic with a busy client roster while using electronic charting system to document all events in the course of care.
- **Certified Nurse Aide training** 2025-present
  60 classroom hours completed to meet Texas HHS requirements; seeking location for 40 clinical hours.

Accreditation Assistant (temp/project) - Sul Ross State University, Alpine, TX 2023
Help Dean of Professional Studies prepare CACREP application for M.Ed. Clinical Mental Health Counseling program. Document policies and statistics for evaluation and improvement, ensuring compliance with standards. Write narrative highlighting use of federal grants to place student interns at agencies in rural bicultural communities. Organize CACREP team communications to improve program workflow.

Educational Consultant 2023-present
Use digital collaboration tools to organize and host online events, review and process event partner applications, develop customer and partner databases, and conduct maintenance and quality assurance.

Wellness Coordinator (temp/project) - Sul Ross State University 2019
Help design first phase of university initiative to reduce insurance costs by increasing employee wellness through incentives. Assist Kinesiology Chair with strategy, event planning, budget, and data collection. Cultivate a culture of wellness by recruiting departmental wellness champions and corporate sponsors.

Professional Transcriptionist/Transcription QA 2019-present
As member of international QA teams, convert audio (e.g. patient visits) into optimized text, meeting client specs and 99% accuracy guarantee. Index 250+ hours of video content on pregnancy and childbirth.

Office Manager - Quay County Parish, Tucumcari, NM (temp maternity leave cover) 2017, 2019
Manage office, calendar, member records, bulletin, graphics, and payroll for a network of four churches.

Substitute Teacher / Long-Term Substitute - Midland ISD, Midland, TX 2016-2019

Private in-home caregiver 2015
Assist retired schoolteacher with personal grooming, light housekeeping, and companionship.

Hotel Receptionist - Holland Hotel, Alpine, TX (summer) 2015
Manage room registrations by computer and phone; provide prompt guest service for breakfast bar.

Administrative & Billing Assistant - Agave Home Health, Alpine, TX 2014-2015
Collaboratively advance rural agency through major transition to achieve Medicare credentialing. Assist with multiple billing streams including TRICARE, Medicaid, and county indigent care. Maintain HIPAA-compliant patient data in EHR. Process employee documents and maintain internal agency records.

Writing Tutor - Sul Ross State University 2013-2015, 2023

Data Entry for Alumni Office (temp) - Sul Ross State University 2013

Graduate Assistant in Education - Sul Ross State University 2013
Maintain confidential records in official systems and support office operations.

Education

Sul Ross State University, Alpine, TX
M.S., Public Health - *in progress*
M.Ed. - community wellness education

Hillsdale College, Hillsdale, MI
B.A., American Studies

Professional Development (selected)

National Council for Mental Wellbeing — Adult Mental Health First Aid USA certification — 2023

Professional Certifications (selected)

AAP Neonatal Resuscitation (NRP) advanced provider card **current to 8/31/27*