

HEIDI RHONEHOUSE

CONTACT

 386-490-7831

 HeidiRhonehouse@students.belhaven.edu

SUMMARY

Empathetic, attentive, organized, and tenacious individual, who thrives on creativity.

Passion for community care, writing, ministry development, support and directing, and making a lasting positive difference in people's lives.

SKILLS

- MINISTRY DEVELOPMENT
- PROGRAM AND ACTIVITY PLANNING
- PUBLIC SPEAKING
- WRITING
- COMMUNITY CARE
- VOLUNTEER RECRUITING

EXPERIENCE

Salvation Army

Mission Specialist/Seminarian/Human Resources Generalist

2017-2019; 2020-present

Cultivating relationships in the community with other non-profit organizations, churches, and corporations, resulting in greater awareness and support of the community for the Salvation Army, as well as positively impacting monetary and in-kind donations.

Outreach, including sidewalk Sunday School, summer camp, teaching and assisting with children's programs and curriculum planning/writing. Bible studies and re-entry classes in a local prison; pastoral care, nursing home and hospital visitation. Assisting caseworkers in Pathway of Hope initiative.

Recruiting and coordinating volunteers for events and projects, including Angel Tree ministry, school supply giveaways, community care and summer camp.

Ministry development and leadership bringing about church growth, as well as increased and enthusiastic engagement of congregants of all ages, in a variety of ministry opportunities and planned activities.

Successful creation of budget proformas for program planning and implementation, such as VBS and adult ministries, remaining well within the proposed budget.

Extensive studies in scripture exegesis, sermon writing and preaching.

Administrative responsibility on a local level, maintaining employee personnel files to keep sensitive data secure. Social service support. Interchange donor and constituent tracking, roll manager, and serving as liaison between local corps, divisional and territorial headquarters for accounting and HR-related matters.

EDUCATION/TRAINING

State of Florida

2021 Certificate of Completion, Florida Alliance to End Human Trafficking

Belhaven University

2020-2022 Working on bachelor's in Arts, Applied Psychology with concentration in Christian Ministries. GPA 3.8

Seminole Community College

1991-1994 Earned vocational certificate for Medical Transcription

PROFESSIONAL MEMBERSHIPS

National Organization of Human Services

Evangelical Press Association

COMMUNITY INVOLVEMENT

John Mohr McIntosh Pipes & Drums

Beginner bagpiper

Palmetto Pipes & Drums

Beginner bagpiper

Salvation Army

Flute – Salvation Army Band

Summer Camp staff/Teaching Sunday School

PUBLICATIONS

Senior Moments Delivered, LLC, online newsletter

Contributing writer 2021

Wildsound Film Festival

Short story winner for *Unrequited Love*
2018

Strategic Publishing

Children's book *Bobo's New Home: Bobo Learns that No Matter Where He Lives, God is There Too*
2009

Christian Retailing Magazine

Contributing Writer, book and movie reviews
2006-2010

Self Regional Healthcare

2010-2017

Medical Transcriptionist/Charge Capture Lead

Joined Self Regional Healthcare as a medical oncology transcriptionist, having extensive professional experience since 1994 in medical transcription, working in a variety of environments and specialties. During this tenure, responsibilities extended from medical oncology to full acute care and transcription for all hospital departments and affiliated outpatient clinics and eventually into a leadership role.

Transcription for outpatient clinics and inpatient departments, maintaining an average 99% accuracy and quick turnaround time well within deadline.

Abstracting and charge capture for emergency room, observation, and inpatient records, which strongly contributed to accurate coding and billing, and increased hospital revenue. Trained and supervised non-clinical team members on chart abstraction and charge capture to develop a full-functioning charge capture team, meeting demands of hospital case load, in addition to enabling the hospital administration to rely on non-clinical staff to accomplish quality work.

Forrest Junior College

Adjunct Medical Transcription/Medical Terminology Instructor

2008-2009

Taught nursing, medical assisting, phlebotomy students and pharmacology undergrads as part of their program requirements.

Delivered lectures on topics including HIPAA regulations, basic medical terminology, document accuracy and confidentiality matters pertinent to medical record integrity and continuity of care.

Engaged students in lecture participation, giving room to ask questions on all related topics. Created games and other class activities to encourage and facilitate learning the required curriculum material. This allowed for an enjoyable and memorable learning experience and increased student success and greater satisfaction in their classroom and subsequent field environment.

Charisma Media (f.k.a. Strang Communications)

Administrative/Editorial Assistant

2004-2006

Initially filled the role of administrative assistant for the vice president of product development for Sunday School Curriculum (CharismaLife). Later, when that department was parceled out, served as an editorial assistant for the consumer magazine department. Much of this work included but was not limited to:

Transcription of journalism interviews, book excerpts, and entire books scheduled for reprint in the book department as well as transcription and formatting of book manuscripts. Coordination of travel for staff and transfer of product to trade show venues.

Basic legal and administrative work for article contributors, editors, recording artists and production companies; licensing and trademarks processing.