Susan's\_resume.doc

 Personal Information

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| Name: |   Susan Forsythe-Copping |
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| Email: |   edensusan@aol.com |
| Location: |   US-NM-Rio Rancho-87144 () |
| Last Modified: |   2/27/2019 10:24:54 PM |

 Work History

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| --- | --- | --- |
| Company Name: |   PACU (Post-Anesthesia Care Unit) - University of New Mexico | 08/01/2013 - Present |
| Job Title: |    |
|  |
| Company Name: |   University of New Mexico Hospital | 10/01/2012 - 08/01/2013 |
| Job Title: |   Emergency Department Nurse |
|  |
| Company Name: |   Presbyterian Hospital | 09/01/2009 - 10/01/2012 |
| Job Title: |   Emergency Department Nurse |
|  |
| Company Name: |   Nursing School | 05/01/2008 - 08/31/2009 |
| Job Title: |    |
|  |
| Company Name: |   Kolb, Stewart and Associates, Inc. | 04/01/2004 - 05/01/2008 |
| Job Title: |   Director of Investigations |
|  |
| Company Name: |   Citibank | 04/01/2002 - 04/01/2004 |
| Job Title: |   Unit Manager (Assistant Vice President) |
|  |
| Company Name: |   Borders, Inc. | 10/01/2000 - 10/31/2001 |
| Job Title: |   Assistant Manager / Human Resources Manager |
|  |
| Company Name: |   Dept. Human Services | 10/01/1994 - 09/30/2000 |
| Job Title: |   Senior Child Protection Worker |
|  |
| Company Name: |   Dept. of Justice - Sunshine, Spotswood and Footscray Corrections Centres | 06/01/1993 - 09/30/1994 |
| Job Title: |   Community Corrections Officer / Parole Officer |
|  |
| Company Name: |   Spotswood Community Corrections Centre | 01/01/1993 - 06/01/1993 |
| Job Title: |   Administrative Officer |
|  |

 Education

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| --- | --- | --- | --- |
| School: |   Tartan Senior High School - Oakdale, MN | Graduation Date: |  |
| Major: |   Not Applicable |
| Degree: |   High School |
| School: |   Gustavus Adolphus College - St. Peter, MN | Graduation Date: |  |
| Major: |    |
| Degree: |   Bachelor's Degree |
| School: |   Melbourne, Australia | Graduation Date: |  |
| Major: |    |
| Degree: |   None |

 Additional Skills And Qualifications

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| --- | --- | --- | --- |
| Recent Job Title: |    Emergency Department Nurse | Recent Wage: | 0 per  |
| Security Clearance: |   No |  |  |

 Desired Position

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| --- | --- | --- | --- |
| Desired Wage: |    per  | Desired Employment Type: |  |
| Desired Travel: |    |   Desired commute: |  |
| Desired Relocation: | No |  |

 Resume

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| --- |
| Susan Forsythe 6500 Pasilla Road NERio Rancho, NM 87144H: (505)867-6423C: (505)379-2828E-mail: edensusan@aol.comEMPLOYMENT HISTORY:Aug. 2013 - Present: PACU (Post-Anesthesia Care Unit) - University of New Mexico - Albuquerque, NM,USASome similar duties as listed below as well as working with surgeons /anesthesiologists while aiding in the recovery of patients after surgery. Manyof these patients are trauma and ICU patients, as UNMH is the only Level Itrauma hospital in New Mexico.Oct. 2012 - Aug. 2013: Emergency Department Nurse - University of New Mexico Hospital -Albuquerque, NM, USADuties as listed below (Level I Trauma Hospital)Sept. 2009 to Oct. 2012: Emergency Department Nurse - Presbyterian Hospital - Albuquerque, NM, USA\* Check in patients and receive report from Ambulance and other EMS providers;\* Triage patients in order to determine acuity and location of where in theED, they should be placed in order to meet their medical needs;\* Provide care for 4 to 11 patients and administer medications and varioustreatments as ordered by ED and admitting physicians;\* Continually assess and meet the needs of patients as required and providecontinual feedback to physicians;\* Advocate for patients while also meeting the ED's protocols and standards;\* Draw labs, administer ECG's, start IV's, administer medications, transportpatients, order labs and other procedures in the computer system;\* Provide and receive report to and from other RN's and physicians;\* Provide comfort care to patients and their families;\* Maintain accurate and up to date charting on patients (hand written);\* Continually monitor patients on telemetry and intervene when emergencysituations arise;\* Administer labs and tests where appropriate (UA, Urine Drug Screens, BGL's,HcG tests, Breathalyzers, Step swabs, etc.);\* Conduct procedures such as wound infiltration, Foley catheterizations, woundcare, obtain samples for lab, etc.;\* Clean patient's when necessary, which includes changing bedding;\* Stock and clean patient rooms, medication rooms, supply rooms;\* Assist providers with various procedures (intubations, central lines, pelvicexams, conscious sedations, I &amp; D's, codes, etc);\* Continually keep patient's and their families informed with results, plan ofcare, etc.;\* Discharge and educate patient's and their families;\* Work in all areas of the ED which can include the following: triage,secondary triage, lean-track, acute care, observation in lean-track, leadnurse.May 2008 - August 2009: Nursing School / Clinicals - CNM ADN Program- Date of graduation - August 8,2009April 2004 - May 2008: Director of Investigations - Kolb, Stewart and Associates, Inc. -Albuquerque, NM, USA\* Managed the office, it's staff (administration / investigators) andmonitored referred investigations throughout the state of New Mexico (andsome neighboring states) while maintaining allocated budget and whilemeeting monthly budget goals;\* Opened referred cases, assigned to investigators, managed each case, andensured that each case was conducted in a timely manner with positiveresults;\* Maintained client relations by providing professional and courteous customerservice;\* Provided feedback relating to investigation results and consulted withclients and other professionals (attorneys, insurance adjusters, physicians,etc.);\* Conducted numerous background and criminal record searches;\* Prepared legal reports for the submission in Workers Compensation cases orother matters;\* Participated with the New Mexico Workers Compensation Administration and wasa volunteer on the New Mexico Workers Compensation Administration Conferenceboard.April 2002 - April 2004: Unit Manager (Assistant Vice President) - Citibank - Albuquerque, NM, USA\* Supervised / managed 25+ employees to performance (collections department);\* Delivered feedback to staff regarding service delivery and individualperformance;\* Completed annual staff reviews;\* Awarded, disciplined, counseled, scheduled and coached staff members asnecessary;\* Hired / assessed potential new staff members;\* Met financial expectations / standards as set by the bank;\* Attended to special accounts / customers when manager discretion wasrequired.Oct. 2000 - Oct. 2001: Assistant Manager / Human Resources Manager - Borders, Inc. - Woodbury, MN,USA\* Assisted the General Manager in achieving sales goals and supervised thedaily operations of the store;\* Supervised 40 - 60 staff members on a daily basis;\* Interviewed, assessed, hired, disciplined, counseled and scheduled 50+ staffmembers on a daily basis;\* Attended to the needs of customers / patrons;\* Conducted daily accounting / bookkeeping duties.Oct. 1994 - Sept. 2000: Senior Child Protection Worker - Dept. Human Services - Melbourne,Australia(Intake worker / planned investigative worker / long-term worker)\* Investigated and assessed child maltreatment;\* Responded to child maltreatment crisis incidents;\* Planned / implemented intervention strategies with children and theirfamilies;\* Acted as an applicant and / or respondent in protection matters in theChildren's Court;\* Prepared legal reports for the Children's Court;\* Liaised / planned with government and private agencies;\* Managed a high risk caseload of clients;\* Managed and supervised staff members.June 1993 - Sept. 1994: Community Corrections Officer / Parole Officer - Dept. of Justice -Sunshine, Spotswood and Footscray Corrections Centres - Melbourne, Australia\* Devised / implemented programs for criminal offenders;\* Monitored / supervised a client caseload;\* Prepared briefs for the prosecution of offenders;\* Provided court advice on cases of varying complexity;\* Supervised, monitored and reported on offenders under jurisdiction of theAdult Parole Board;\* Counseled and referred clients to services as required;\* Acted as a representative and mediator for the Victim OffenderReconciliation Program;\* Was the Group Induction Coordinator.Jan. 1993 - June 1993: Administrative Officer - Spotswood Community Corrections Centre - Melbourne,Australia\* Administrative / Secretarial / Clerical duties.May 1991 - Dec. 1991: Child Care Counselor - Arlington House Shelter - St. Paul, MN, USA\* Managed an Emergency 'house' (shelter) where children ages 12 to 17 yearstemporarily resided due to protective issues, abusive behavior, drug abuse,etc.;\* Counseled adolescents as necessary;\* Organized, supervised and transported residents to and during activities;\* Maintained daily records of resident's behaviors, activities, etc.;\* Responded to emergency situations as required;June 1986 - March 1991: Lifeguard - Ramsey County Parks and Recreation - St. Paul, MN, USAFitness Instructor - Australian Post-Tel Institute - Melbourne, AustraliaFitness Instructor - Ascot Vale Leisure Centre - Melbourne, AustraliaEducation: 1986 - High School Diploma - Tartan Senior High School - Oakdale, MN1990 - B.A. Degree - Psychology - Gustavus Adolphus College - St. Peter, MN1993 - Registration - Probationary Psychologist (Melbourne, Australia)2006 - Nurse Aide Certification in Long Term Care - State of New Mexico - HumanServices Department and Department of Health2009 - A.D.N. - Central New Mexico Community College (graduated - Aug., 2009)2014 - BLS Certificate (American Safety &amp; Health Institute) - Expires: August20162014 - ACLS Certificate (American Safety &amp; Health Institute) - Expires: August20162014 - PALS Certificate (American Safety &amp; Health Institute) - Expires:September 2016Memberships / Licensure: \* Phi Theta Kappa member since 2005\* Licensed Private Investigator - New Mexico - since 2004\* New Mexico Workers Compensation Administration Chair Member - since 2005References: Available upon request. |