Susan's\_resume.doc

 Personal Information

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| Name: | Susan Forsythe-Copping |
| Phone: | 505-867-6423 |
| 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: |  | |
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| 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 | |
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| Company Name: | Citibank | 04/01/2002 - 04/01/2004 |
| Job Title: | Unit Manager (Assistant Vice President) | |
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| 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 | |
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 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 NE Rio Rancho, NM 87144 H: (505)867-6423 C: (505)379-2828 E-mail: edensusan@aol.com EMPLOYMENT HISTORY:  Aug. 2013 - Present: PACU (Post-Anesthesia Care Unit) - University of New Mexico - Albuquerque, NM, USA  Some similar duties as listed below as well as working with surgeons / anesthesiologists while aiding in the recovery of patients after surgery. Many of these patients are trauma and ICU patients, as UNMH is the only Level I trauma hospital in New Mexico.  Oct. 2012 - Aug. 2013: Emergency Department Nurse - University of New Mexico Hospital - Albuquerque, NM, USA  Duties 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 the ED, they should be placed in order to meet their medical needs; \* Provide care for 4 to 11 patients and administer medications and various treatments as ordered by ED and admitting physicians; \* Continually assess and meet the needs of patients as required and provide continual 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, transport patients, 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 emergency situations 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, wound care, 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, pelvic exams, conscious sedations, I &amp; D's, codes, etc); \* Continually keep patient's and their families informed with results, plan of care, 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, lead nurse.  May 2008 - August 2009: Nursing School / Clinicals - CNM ADN Program- Date of graduation - August 8, 2009  April 2004 - May 2008: Director of Investigations - Kolb, Stewart and Associates, Inc. - Albuquerque, NM, USA  \* Managed the office, it's staff (administration / investigators) and monitored referred investigations throughout the state of New Mexico (and some neighboring states) while maintaining allocated budget and while meeting monthly budget goals; \* Opened referred cases, assigned to investigators, managed each case, and ensured that each case was conducted in a timely manner with positive results; \* Maintained client relations by providing professional and courteous customer service; \* Provided feedback relating to investigation results and consulted with clients 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 or other matters; \* Participated with the New Mexico Workers Compensation Administration and was a volunteer on the New Mexico Workers Compensation Administration Conference board.  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 individual performance; \* Completed annual staff reviews; \* Awarded, disciplined, counseled, scheduled and coached staff members as necessary; \* Hired / assessed potential new staff members; \* Met financial expectations / standards as set by the bank; \* Attended to special accounts / customers when manager discretion was required.  Oct. 2000 - Oct. 2001: Assistant Manager / Human Resources Manager - Borders, Inc. - Woodbury, MN, USA  \* Assisted the General Manager in achieving sales goals and supervised the daily operations of the store; \* Supervised 40 - 60 staff members on a daily basis; \* Interviewed, assessed, hired, disciplined, counseled and scheduled 50+ staff members 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 their families; \* Acted as an applicant and / or respondent in protection matters in the Children'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 the Adult Parole Board; \* Counseled and referred clients to services as required; \* Acted as a representative and mediator for the Victim Offender Reconciliation 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 years temporarily 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, USA Fitness Instructor - Australian Post-Tel Institute - Melbourne, Australia Fitness Instructor - Ascot Vale Leisure Centre - Melbourne, Australia Education: 1986 - High School Diploma - Tartan Senior High School - Oakdale, MN 1990 - B.A. Degree - Psychology - Gustavus Adolphus College - St. Peter, MN 1993 - Registration - Probationary Psychologist (Melbourne, Australia) 2006 - Nurse Aide Certification in Long Term Care - State of New Mexico - Human Services Department and Department of Health 2009 - A.D.N. - Central New Mexico Community College (graduated - Aug., 2009) 2014 - BLS Certificate (American Safety &amp; Health Institute) - Expires: August 2016 2014 - ACLS Certificate (American Safety &amp; Health Institute) - Expires: August 2016 2014 - PALS Certificate (American Safety &amp; Health Institute) - Expires: September 2016  Memberships / Licensure: \* Phi Theta Kappa member since 2005 \* Licensed Private Investigator - New Mexico - since 2004 \* New Mexico Workers Compensation Administration Chair Member - since 2005  References: Available upon request. |