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| Name: | Susan Maddox |
| Phone: | (901) 619-6212 |
| Email: | susan\_maddox@me.com |
| Location: | US-TN-Memphis-38112 () |
| Last Modified: | 11/24/2019 11:55:55 AM |

 Work History

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| Company Name: | METHODIST LEBONHEUR HEALTHCARE | 07/01/2017 - Present |
| Job Title: | CLINICAL LEAD/STAFF RN | |
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| Company Name: |  | 07/01/2013 - Present |
| Job Title: | REGISTERED NURSE CARDIOVASCULAR ASSOCIATES | |
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| Company Name: | BAPTIST WOMEN'S HOSPITAL | 11/01/2015 - 07/01/2017 |
| Job Title: | CLINICAL RESOURCE NURSE/STAFF RN | |
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| Company Name: | CVICU BAPTIST MEMORIAL HEALTHCARE | 11/01/2013 - 12/31/2015 |
| Job Title: | REGISTERED NURSE | |
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| Company Name: | ICU STEPDOWN BAPTIST MEMORIAL HEALTHCARE | 04/01/2013 - 11/01/2013 |
| Job Title: | REGISTERED NURSE | |
|  | | |
| Company Name: | ACCURATE COMMUNICATIONS | 04/01/2003 - 08/31/2009 |
| Job Title: | ACCOUNTING MANAGER | |
|  | | |
| Company Name: | METHODIST LEBONHEUR HEALTHCARE | 10/01/2000 - 04/30/2005 |
| Job Title: | OB SURGICAL TECHNICIAN | |
|  | | |
| Company Name: | MAURY REGIONAL HOSPITAL | 07/01/1999 - 10/01/2000 |
| Job Title: | OB SURGICAL TECHNICIAN | |
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| Company Name: | METHODIST LE BONHEUR HEALTHCARE | 06/01/1998 - 07/01/1999 |
| Job Title: | UNIT SECRETARY | |
|  | | |
| Company Name: | FRED'S PHARMACY | 01/01/1996 - 06/01/1998 |
| Job Title: | PHARMACY TECHNICIAN | |
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 Education

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| School: | BAPTIST COLLEGE OF HEALTH SCIENCES | Graduation Date: |  |
| Major: |  | | |
| Degree: | Bachelor's Degree | | |
| School: | WESTERN GOVERNORS UNIVERSITY, TENNESSEE DIVISION | Graduation Date: |  |
| Major: |  | | |
| Degree: | Master's Degree | | |
| School: |  | Graduation Date: |  |
| Major: |  | | |
| Degree: | None | | |

 Additional Skills And Qualifications

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| --- | --- | --- | --- |
| Recent Job Title: | null | Recent Wage: | 0 per |
| Security Clearance: | No |  |  |

 Desired Position

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

 Resume

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| Susan Maddox, MSN, RN   SUSAN MADDOX MSN, RN 6782 Oakmoor Cir. S, Bartlett, TN 38135 | susan\_maddox@me.com | (901) 619-6212 PROFESSIONAL SUMMARY Patient experience focused and business-savvy healthcare leader that is dedicated to delivering a top-quality patient experience while managing the organizational bottom line. Over ten years of healthcare experience with increasing responsibilities at each stop.    SKILLS &amp; ABILITIES Healthcare Management Staff Management Critical Thinking Materials Management Patient Safety Vendor Management Office Management &amp; Administration Vendor Negotiations    EXPERIENCE CLINICAL LEAD/STAFF RN METHODIST LEBONHEUR HEALTHCARE JULY 2017 TO CURRENT \* Negotiated a 20% reduction in cost of frequently used resources that resulted in a savings of over $100K per year. \* Established new patient registration procedures that better protected patient privacy and improved patient flow. \* Co-managed annual charity event and reduced cost by 10% CLINICAL RESOURCE NURSE/STAFF RN BAPTIST WOMEN'S HOSPITAL NOVEMBER 2015 TO JULY 2017 \* Chaired staffing committee and created a staff scheduling policy that improved staff morale by setting holiday and on-call staffing expectations from day one in the operating room. \* Managed scheduling for 20-plus employees to ensure safe and cost-effective staffing levels in a surgical environment that performed over 50 cases per week. \* Selected for the career ladder program which included performing staff education, completing community service and research projects. \* HR Chairperson for Unit Shared Governance REGISTERED NURSE - CVICU BAPTIST MEMORIAL HEALTHCARE NOVEMBER 2013 TO DECEMBER 2015 \* Acted as assistant charge nurse which included staff assignments and serving as the central point of contact for all issues in the portion of the unit under my charge \* Selected to provide immediate recovery care for bypass surgery patients which required intense focus and great attention to detail for critically ill patients. REGISTERED NURSE - ICU STEPDOWN BAPTIST MEMORIAL HEALTHCARE APRIL 2013 TO NOVEMBER 2013 \* Assess patient conditions and administer medications. \* Assist physicians with procedure and managed IVs. ACCOUNTING MANAGER ACCURATE COMMUNICATIONS APRIL 2003 TO AUGUST 2009 \* Manager of Accounts Payable and Receivables \* General office management   EDUCATION BAPTIST COLLEGE OF HEALTH SCIENCES, MEMPHIS, TN BACHELOR OF SCIENCE IN NURSING WESTERN GOVERNORS UNIVERSITY, TENNESSEE DIVISION MASTER OF SCIENCE IN NURSING: LEADERSHIP AND MANAGEMENT WESTERN GOVERNORS UNIVERSITY, TENNESSEE DIVISION MASTER OF BUSINESS ADMINISTRATION- HEALTHCARE MANAGEMENT (EXPECTED)  LICENSES Registered Nurse, State of Tennessee 2013 ACLS and BLS Certifications OTHER WORK EXPERIENCE REGISTERED NURSE CARDIOVASCULAR ASSOCIATES JULY 2013 TO PRESENT (PRN) OB SURGICAL TECHNICIAN METHODIST LEBONHEUR HEALTHCARE OCTOBER 2000 TO APRIL 2005 OB SURGICAL TECHNICIAN MAURY REGIONAL HOSPITAL JULY 1999 TO OCTOBER 2000 UNIT SECRETARY METHODIST LE BONHEUR HEALTHCARE JUNE 1998 TO JULY 1999 PHARMACY TECHNICIAN FRED'S PHARMACY FEBURARY 1996 TO JUNE 1998 |