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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 |
|  |
| Company Name: |   BAPTIST WOMEN'S HOSPITAL | 11/01/2015 - 07/01/2017 |
| Job Title: |   CLINICAL RESOURCE NURSE/STAFF RN |
|  |
| Company Name: |   CVICU BAPTIST MEMORIAL HEALTHCARE | 11/01/2013 - 12/31/2015 |
| Job Title: |   REGISTERED NURSE |
|  |
| 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 |
|  |

 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

|  |  |  |  |
| --- | --- | --- | --- |
| Recent Job Title: |    null | 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 Maddox, MSN, RNSUSAN MADDOX MSN, RN6782 Oakmoor Cir. S, Bartlett, TN 38135 | susan\_maddox@me.com | (901) 619-6212PROFESSIONAL SUMMARYPatient experience focused and business-savvy healthcare leader that is dedicated to delivering atop-quality patient experience while managing the organizational bottom line. Over ten years ofhealthcare experience with increasing responsibilities at each stop.SKILLS &amp; ABILITIES Healthcare Management Staff ManagementCritical Thinking Materials ManagementPatient Safety Vendor ManagementOffice Management &amp; Administration Vendor NegotiationsEXPERIENCECLINICAL LEAD/STAFF RN METHODIST LEBONHEUR HEALTHCAREJULY 2017 TO CURRENT\* Negotiated a 20% reduction in cost of frequently used resources that resulted in a savings ofover $100K per year.\* Established new patient registration procedures that better protected patient privacy andimproved patient flow.\* Co-managed annual charity event and reduced cost by 10%CLINICAL RESOURCE NURSE/STAFF RN BAPTIST WOMEN'S HOSPITALNOVEMBER 2015 TO JULY 2017\* Chaired staffing committee and created a staff scheduling policy that improved staff morale bysetting 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 ina surgical environment that performed over 50 cases per week.\* Selected for the career ladder program which included performing staff education, completingcommunity service and research projects.\* HR Chairperson for Unit Shared GovernanceREGISTERED NURSE - CVICU BAPTIST MEMORIAL HEALTHCARENOVEMBER 2013 TO DECEMBER 2015\* Acted as assistant charge nurse which included staff assignments and serving as the centralpoint 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 intensefocus and great attention to detail for critically ill patients.REGISTERED NURSE - ICU STEPDOWN BAPTIST MEMORIAL HEALTHCAREAPRIL 2013 TO NOVEMBER 2013\* Assess patient conditions and administer medications.\* Assist physicians with procedure and managed IVs.ACCOUNTING MANAGER ACCURATE COMMUNICATIONSAPRIL 2003 TO AUGUST 2009\* Manager of Accounts Payable and Receivables\* General office managementEDUCATIONBAPTIST COLLEGE OF HEALTH SCIENCES, MEMPHIS, TNBACHELOR OF SCIENCE IN NURSINGWESTERN GOVERNORS UNIVERSITY, TENNESSEE DIVISIONMASTER OF SCIENCE IN NURSING: LEADERSHIP AND MANAGEMENTWESTERN GOVERNORS UNIVERSITY, TENNESSEE DIVISIONMASTER OF BUSINESS ADMINISTRATION- HEALTHCARE MANAGEMENT (EXPECTED)LICENSES Registered Nurse, State of Tennessee 2013ACLS and BLS CertificationsOTHER WORK EXPERIENCE REGISTERED NURSE CARDIOVASCULAR ASSOCIATESJULY 2013 TO PRESENT (PRN)OB SURGICAL TECHNICIAN METHODIST LEBONHEUR HEALTHCAREOCTOBER 2000 TO APRIL 2005OB SURGICAL TECHNICIAN MAURY REGIONAL HOSPITALJULY 1999 TO OCTOBER 2000UNIT SECRETARY METHODIST LE BONHEUR HEALTHCAREJUNE 1998 TO JULY 1999PHARMACY TECHNICIAN FRED'S PHARMACYFEBURARY 1996 TO JUNE 1998 |