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| Cassandra Whitehead, RN, CPA | | |
| **5088 Stratford Way** **Powder Springs, GA 30127** | | |
| (404) 964-6968 | | |
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| Qualifications | * A compassionate assistant nurse manager with a sharp presence of mind. * Goal-oriented with strong leadership capabilities. * Organized, detailed-oriented and highly motivated with excellent communication skills. * Excellent assessment skills. Exceptional Computer Skills. Team Player. * Skilled at providing effective nursing interventions and evaluating outcomes. * BLS, ACLS, PALS, CNOR Certifications * Active member of AORN, ACCN and ANA. | |
| Education | **BS**, **Nursing**, Clayton State University  BS, Healthcare Management, Clayton State University  BBA, Accounting, Georgia State University | |
| Employment | **Registered Nurse, Assistant Nurse Manger ICU,** *AdventHealth*   * Assist with management of 24-bed ICU * Manage the patient care unit for administrative and clinical aspects to include organizing, developing, directing and assuring the delivery of cost-effective, quality patient care. * Encourage and develop the ICU team to perform at a high level of excellence. * Provide guidance on nursing practices and quality improvement. * Facilitate goal accomplishment; make procedural and process recommendations * Provide appropriate resources and remove obstacles to patient care * Monitor nursing practices for proficient prioritization and performance of direct care to patients according to ICU standards of care.   **Registered Nurse, CVOR Coordinator,** *AdventHealth*   * Coordination of direct and indirect perioperative patient care * Manage daily clinical operations of CVOR * Collaboration with surgeons, anesthesia providers, and ancillary clinical departments to optimize patient care. * Liaison with specialty vendors. * Maintain surgical preference cards and surgeons’ instrumentation preferences. * Assist with cost containment initiatives * Relief ANM as needed * Maintain surgical specialty items including implants and supplies   **Registered Nurse, CVOR Team Lead,** *Memorial Hospital*   * Maintain safe surgical patient environment * Utilize evidence-based standards to prevent post op infection * Well-versed in preparing and managing operating room equipment and instruments for examinations, treatments and procedures * Maintain and adhere to principles of asepsis and practice of sterile technique * Utilization of universal protocol in all surgical procedures * Knowledgeable in Open Heart Valve Replacement, MAZE Procedure, Left Atrial Appendage, Circulatory Arrest, Pulmonary Vein Isolation, Robotic Thoracic Procedures and Transcatheter Aortic Valve Replacement, Watchman Procedure and various General Procedures. * Trained Open Heart Team in use of Balloon Pump, A-line Set-up, and Transcutaneous Cardiac Pacing. | 11/2017 – 04/2021      6/2016-10/2017 |

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|  | **Registered Nurse, CCU,** *Memorial Hospital*   * Provide delivery of direct and indirect patient care utilizing the nursing process * Maintain continuous hemodynamic monitoring and support for critically ill patients, with an overall goal in delivering care to minimize morbidity and mortality as well as to facilitate optimal patient outcomes * Collaborate with interdisciplinary healthcare team utilizing best practices to insure timely and effective patient interventions are delivered   **Registered Nurse, ICU,** *Piedmont Hospital*   * Display effective clinical skills in managing critically ill patients * Relief charge nurse in Medical-Surgical Intensive Care Unit * Contribute to initiatives to advance standards of care to improve patient outcomes * Perform nursing audits on skin prevalence surveys * Coordinated nursing compliance and quality reviews * Provide continuous hemodynamic support through titration, and Arterial Line and CVP monitoring * Trained in Continuous Renal Replacement Therapy * Leverage interpersonal communication skills to establish rapport and build trust with patients and families   **Registered Nurse**, Spalding Regional Hospital   * Provide direct patient care * Perform patient assessments * Provide effective interventions to achieve positive patient outcomes * Utilize nursing process in patient care * Utilize judgement and critical thinking to ensure optimal patient care and outcomes. | 4/2014-6/2016  3/2012-4/2014 |
| **Certified Public Accountant**, Core Accounting Services   * Provide on-going accounting, payroll, financial and taxation services. * Perform monthly analysis of financial statements including KPI. * Identify and communicate Key Performance Indicators that meet organizational goals and are quantifiable and measureable. * Communicate opportunities for continuous financial performance improvement. * Perform detailed monthly account analysis. * Manage due diligence and reporting requirements for closely held organizations. * Provide analytical reviews, compliance audits, financial analysis, executive reporting and business valuations. * Prepare financial reports and develop financial strategies. * Negotiate financing arrangements and client contracts. | 10/2005-1/2012 |
| **Accounting Supervisor**, Georgia Pacific Corporation   * Managed internal and external consolidated financial reporting. * Supervised month end closings and corporate budgets. * Designed and implemented initial SOX documentation requirements. * Managed internal control and compliance reporting requirements. * Streamlined financial reporting using two accounting platforms. * Prepared account reconciliations for internal and external auditors. | 1/2004-10/2005 |
| **Accounting Manager**, Gensler   * Managed accounting and finance of multiple offices. * Supervised and implemented corporate accounting system conversion. * Recommended and implemented internal control procedures. * Managed project and cost accounting. * Coordinated long-term contract arrangements. | 4/1999-1/2004 |
| References | Available upon request. | |