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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.
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| Education | **BS**, **Nursing**, Clayton State UniversityBS, Healthcare Management, Clayton State UniversityBBA, 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. |