Leslie C. Scott

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**OBJECTIVE**: To obtain employment, where I hope to use my supervisory qualifications, team player and people skills, as well as my flexibility to acquire and maintain employment.

**EMPLOYMENT**

CareStaff Partners Plantation, FL Apr. 2021 – November 2022

*Clinical Manager*, assign staff schedule and assignments for static clinic and mobile events; create venues and clinics in the PrepMod system; coordinate with facility manager, pharmacist, local health departments, facility directors, etc; monitor clinic workflows; create & implement policies, procedures, protocols, etc; participate in meetings; provide clinical reports, etc.

*LPN,* LTCF/SNF setting; perform routine vital signs, administer medication and specialized treatments, assist with patient’s ADL, etc.

*Clinical Manager*, assign staff schedule and assignments for static clinic and mobile events; create venues and clinics in the PrepMod system; coordinate with facility manager, pharmacist, & clinical site lead; monitor clinic workflows; create & implement policies, procedures, protocols, etc; participate in meetings; provide clinical reports, etc.

*LPN*, educate patient regarding COVID vaccine(s); vaccinate eligible patients, etc.

Acadia Charleston, WV Feb. 2020 - Apr. 2021

*Nursing Supervisor*, assign staff assignments; prepare and administer medications as ordered by practitioner and/or physician; provide guidance; administration leadership; and feedback to staff; monitor clinical workflows, create & implement policies, etc; accountable for staff performance; daily reports for DEA and local state agencies, etc.

*Dispensing Nurse*, prepare and administer medications as ordered by practitioner and/or physician

United Health Group Charleston, WV July 2019 - Sept. 2020

*CFR/SME* (provider only), answer provider inquiries regarding benefits, claims, and eligibility information; train staff on various platforms, etc.

Thomas Memorial Hospital Charleston, WV Jan. 2016 - June 2019

*LPN*, care for patients undergoing endoscopic procedures; provide assistance during diagnostic and therapeutic procedures; assess and implement nursing care according to individual needs; assist in OR as needed as surgical technician, etc.

CASCI Charleston, WV Apr. 2005 - July 2014

*Supervisor*, manage team consisting of 15-20 individuals; handle all supervisory issues; maintain files; manage call volumes, correspondence, and online appeal inquiries daily; respond to PTO/RTO requests, occasional travel, etc.

*Training Quality Assurance Analyst*, train new hires and associates within company on several platforms, applications, and systems; assist operations; occasional travel; and other duties as assigned, etc.

*Quality Assurance Analyst*, perform weekly quality on team consisting of 15-20 individuals; handle supervisor calls and case issues; and other duties as assigned, etc.

*Dedicated Provider Representative*, directly handle provider’s inquiries regarding benefits and claims across several platforms; occasional travel; and other duties as assigned, etc.

**CERTIFICATIONS**

Licensed Practical Nurse Garnet Career Center Charleston, WV

Nursing Assistant Garnet Career Center Charleston, WV

Phlebotomy (CPT) Garnet Career Center Charleston, WV

Allied Business Charleston Job Corps Charleston, WV

**EDUCATION**

Garnet Career Center Charleston, WV July 2015

Garnet Career Center Charleston, WV November 2013

Charleston Job Corps Charleston, WV October 2000

Capital High School Charleston, WV May 1998