

SUSAN PERDUE, RN

426 Lander Drive
San Diego, California 92711
(805) 398-4912 ❖ spurd@gte.net

OBJECTIVE: Seeking a **Gerontology Administrator/Case Manager** position.

CERTIFICATIONS:

RN License - California #273930
Current First Aid/CPR Certificate

EDUCATION:

UNIVERSITY OF LA VERNE La Verne, CA
Master of Science in Gerontology Administration - 2004

UNIVERSITY OF PHOENIX West Covina, CA
Bachelor of Science Degree in Business Administration - 1993

ANOKA -RAMSEY JUNIOR COLLEGE Coon Rapids, MN
Associate Degree in Nursing

QUALIFICATIONS:

- Over **22 years** of professional Nursing and administrative experience.
- Specialties include: Gerontology, Surgical Intensive Care, Cardiac.
- Knowledgeable in gerontology administration, patient advocacy, grant writing and fund allocation, researching, critical care, air/ground transportation, business plan development
- Excellent interpersonal communication skills; relate well with patients, physicians, medical personnel and people from diverse backgrounds.
- Experienced in developing, motivating, and supervising personnel including nursing support staff.
- Strong problem solving skills with the ability to adapt well to new environments and procedures.
- Organized and detail-oriented with the ability to thrive in high pressure situations.
- Computer literate on Microsoft Word and the Internet.

PUBLICATIONS:

“The Physiological and Psychological Aspects of Tetanus, a case study” - *Heart & Lung* - Journal of the American Critical Care Association - 1975

EMPLOYMENT:

- 2003 to Present THE HUTCHINGS Claremont, CA
Geriatric Care Manager
– Manage the daily care of an elderly woman including supervising care givers.
– Handle application for Medicaid and coordinate with Medicare and other insurance carriers for coverage.
– Perform as liaison between physicians and the family regarding treatment and medication.
– Assess on-going medical situations to determine care plans.
– Perform all advocacy duties.
- 1990 to 2001 INTERCOMMUNITY MEDICAL CENTER Covina, CA
1996 to 2001 **Registered Nurse** - *Cardiac Surgery Database - Quality Improvement*
– Collected and interpreted open heart surgery data for the surgeon’s data base as well as patient information and records.
– Served as intermediary for the database and Surgical Intensive Care Unit nursing staff and physicians.
– Attended annual meetings as database representative.
- 1990 to 1996 **Registered Nurse** - *Surgical Intensive Care Unit*
– Performed immediate post operative care of patients undergoing coronary artery bypass surgery.
- 1983 to 1990 AIR CARE, INC. Sierra Madre, CA
Founder/President
– Founded and wrote a successful SBIR grant for \$50,000 from the National Institute on Aging.
– Developed the first integrated air-ground transportation system for seniors in the United States.
– Provided transportation for seniors from their homes to airports and to final destinations.
– Oversaw fund allocation and the application to the Department of Transportation as an air charter with subsequent bond approval.
– Negotiated and coordinated contracts with air ground transportation firms in 5 cities.

MEMBERSHIPS/ACTIVITIES:

- 1991 to Present LA VERNE HEIGHTS PRESBYTERIAN CHURCH La Verne, CA
Elder Member
– Active in Woman’s Bible study.
– Participate in the direction and function of the church.
- 2002 to 2005 MEALS ON WHEELS La Verne/San Dimas, CA
Secretary/Board of Directors
– Assisted in the planning and development of the Meals on Wheels program for the cities of La Verne and San Dimas.