

Linda Marie Foster  
4 Bluehaw Court  
Bluffton, SC 29910  
(440) 520-5392  
[fosterlindamarie72@yahoo.com](mailto:fosterlindamarie72@yahoo.com)

---

Objective: To obtain a position which will permit career growth and development.

**Work Experience:**

- June 2020 to Present      Encompass Health Rehabilitation Hospital, Bluffton, South Carolina  
*Case Manager II, PRN*  
\*Assist the case management team with admission paperwork.
- June 2019 to Present      University of South Carolina Beaufort, Bluffton, South Carolina  
*Clinical Coordinator*  
\*Coordinate student clinical placement  
\*Prepare clinical agency documentation to ensure students are compliant with clinical requirements  
\*Handle Clinical Agreements and Contracts with agencies  
\*Assist faculty in the clinical lab area
- Nov 2018 to March 2019      Magnolia Recovery Center, Hilton Head, South Carolina  
*Director of Nursing*  
\*Oversee the coordination of residential treatment care for a 30 bed recovery center  
\*Maintain high quality of care for patients during recovery  
\*Interdisciplinary care approach with physicians, nurse practitioner, nurses, therapist, and other team members  
\*Provide supervision to nursing team members  
\*Duties included but not limited to the day to day operations of the nursing department. Oversee the department's budget, payroll, and audits.
- April 2017 to Feb 2018      Memorial Health University Medical Center, Savannah, Georgia  
*Clinical Nurse Manager II*  
\*Manage the coordination and implementation of patient care for a 41 bed Neurology/Neuroscience Medical Unit  
\*Plan and conduct staff meetings, staffing and scheduling for 60+ staff members, and hold staff members accountable to meet performance standards  
\*Resource person for staff members to utilize in achieving desirable patient outcomes. Focus on patient satisfaction initiatives  
\*Participation in corrective action plans and performance evaluations
- Aug 2014 to Aug 2016      Medical University of South Carolina, Charleston, South Carolina  
*Clinical Nurse Manager III/Clinical Nurse Manager II*  
\*Manage three Pediatric Clinics: Neurology, Orthopedics and Gastroenterology. Interim Clinical Nurse Manager for Murrells Inlet Gastroenterology Clinic.  
\*Manage 16-20 regular clinical staff and float pool staff  
\*Plan and conduct staff meetings, staffing and scheduling for regular and float staff members, and hold staff members accountable to meet performance standards  
\*Resource person for staff members to utilize in achieving desirable patient outcomes. Focus on patient satisfaction initiatives

\*Participation in corrective action plans and performance evaluations  
\*Duties included but not limited to the day to day operations of the clinics. Manage patient flow while minimizing overtime. Balance and accommodate Physicians, Residents and Nurse Practitioners to achieve patient satisfaction, physician satisfaction and employee satisfaction.

- Aug 2011 to Aug 2014      Medical University of South Carolina, Charleston, South Carolina  
*Assistant Nurse Manager – Meduflex Team*  
\*Manage 129 staff members under the direction of the Nurse Manager  
\*Rounding on staff members  
\*Hold staff members accountable to meet performance standards  
\*Corrective action plans for staff members
- June 2009 to July 2011      Cleveland Clinic – Lutheran Hospital, Cleveland, Ohio  
*Nurse Manager/Interim Manager/Assistant Nurse Manager*  
\*Manage the coordination and implementation of patient care for a 44 bed Medical Unit  
\*Plan and conduct staff meetings, staffing and scheduling for 48 staff members, and hold staff members accountable to meet performance standards  
\*Resource person for staff members to utilize in achieving desirable patient outcomes. Focus on patient satisfaction initiatives  
\*Participation in corrective action plans and performance evaluations
- April 2008 to May 2009      Cleveland Clinic, Cleveland, Ohio  
*Clinical Research Nurse*  
\*Implement and conduct multiple research projects  
\*Provide nursing care to patients enrolled in studies  
\*Assist with design and development of research protocols, submission and budget development.
- May 2005 to April 2008      MetroHealth System, Cleveland, Ohio  
*Clinical Nurse/Charge Nurse*  
\*Provide nursing care for patient on the Endoscopy Unit  
\*Including pre-assessment, procedure, recovery, and discharge  
\*Charge Nurse for a busy Endoscopy Unit with 6 procedure rooms. Duties included but not limited to the day to day operations of the unit. Manage patient flow while minimizing overtime. Balance and accommodate Endoscopy physicians, Fellows, Pulmonary physicians and Surgeons to achieve timely procedures. Managed 12-15 staff members which included nurses and scope techs, staff scheduling, and other duties as assigned.

**Education:**                      University of Phoenix, on-line program  
Major: Master’s in Healthcare Administration  
Graduated in December, 2009

University of Akron, Akron, Ohio  
Major: Nursing, BSN  
Graduated in August, 2003

Hopewell-Loudon High School, Bascom, Ohio  
Major: Math and Science  
Graduated in June, 1990

References:                      Available upon request