

Resume
Suzanne Durrett
Las Vegas, NV 89130
suzanne.durrett@gmail.com

Currently Semi-retired

January 2006 to present

Owner of Durrett Business Services LLC

Accountant, manager of company books and 401K investments and retirement fund.
Prepare and file both corporate and personal tax returns.

Duties:

Accounting, preparation and filing of corporate and individual tax returns, purchase of company investments including stocks and real estate acquisitions, rehab real estate properties for re-sale or rental.

January 1997 through June 2011

Employer:

Department of Human Services, Child Welfare State of Oregon
Supervisor: Julie Davis
541-265-8557

Various Job Titles Held:

Child Protective Service Case Manager
Adoptions Case Manager
Foster Care Certifier / Trainer and Case Manager for foster/adoptive homes
Permanency Case Manager

Various Duties:

Represent the state of Oregon at court hearings, Citizen Review Hearings and consultations with the State Attorney General's office and other attorneys. Writing of service agreements for purposes of court ordered services. Writing of court reports and Citizen Review Board Reports. Conduct meetings re: plans and services for families and community partners. Management, placement and supervision of emotionally disturbed children in residential treatment facilities and foster care. Intensive training and experience over 14 1/2 years geared toward the recognition of the symptoms that require family intervention and behavior management of children and adults with disabling conditions. Served on adoption committees. Recruited for foster and adoptive homes. Certified and Managed foster homes and foster care placements. On call emergency response for children in crisis through 911 for approximately 10 years. I can provide excellent written job evaluations for this position.

June 1994 – December 1996

Employer:

Department of Human Services, Humboldt County California

Supervisor: JoAnn Mell (also have excellent written evaluations for this position).

Job Title

Assistance Programs Manager for various programs

Duties

Managed assistance programs for dependent families on aid, foster care assistance, adoption assistance, emergency assistance and assistance for placement of severely emotionally disturbed children. Co-chaired Site Prep Committee for Humboldt County's implementation of California's Statewide Automated Welfare System in addition to regular duties.

Other Experience:

2008- 2010

Part owner and operator of "Joe's Wake Up! Espresso" coffee shop.

July 2008 to Present

Part owner and manager of several rental properties.

12 years licensed Realtor in the State of Colorado, listing and selling properties for ReMax, Century 21 and Crown, Better Homes and Gardens.

Education:

BA in psychology, Humboldt State University, California, graduated Cum Laude 1994

Proficiency

Word, some Excel, QuickBooks and other computer applications including state data base programs, 10 key touch, various email programs, type, ability to interpret government rules, regulations and statutes, ability to process information and learn quickly.

References

Joe Hayward

JCH Enterprises, Inc.

541-961-4363

Linda Brazel

541-270-1322

Mathew Valenzuela

210-663-2598

Casey O'Callaghan

541-961-2653