



porter Practice Management

Resume

Annie M. R. Porter
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I have substantial experience in Health and the Disability Sector. Experienced within the State and Community medical systems, DVA, National Disability Insurance Scheme, varying different insurance bodies such as iCare, NISQ and TAC, Legal Firms, and I hold multiple qualifications in different health administration areas. My most recent role has been the inception of Porter Practice Management where I have proven my excellence in all aspects of business in performing the following roles: direct clinical services and delegation, and all aspects of small business operations: marketing and communication, financial and business planning, cash flow management; human resource management roles; research and development and quality management.

Supporting other health professionals and creating a safe environment with strong advocacy for clients is my epitome of success. I am always looking for ways to give back to our community, with suggestions and smoother processes. Excellence starts with being true to your values, and those in which I live and work are honesty, authenticity, accountability, courage and respect. I am passionate about providing the best possible support to clients in every interaction, providing excellence in practice and the inclusion of LGBTQIA+ in health settings.

Experience:

Current Employment - Self employed – Director of Company
Porter Practice Management Pty Ltd, Online

May 2022 – current

- All of Porter Practice Management's business management
- Utilisation of my Nursing, Management and Computer Skills to benefit multiple different Allied Health businesses across Australia, with a current reach of 10,000 participants in the private/community health care systems (*May 2024*)
- Daily Operations and Management of a team of subcontractors across various States with various responsibilities
- Strategic Business and Practice Management of: Information technology creation and support, financial actions and forecasting, human resources, and business documentation, workflows, procedures and processes in a multitude of different software, physical and cultural locations and requirements

Previous Employment:

Allied Health Admin Services, Online

January 2021 – May 2022

Operations Manager

**Australian Red Cross Lifeblood, Armidale NSW
(formally Armidale Blood Donor Centre)**

January 2018 - July 2020

Registered Nurse (Phlebotomist)

**Milestones Early Learning Centre, Armidale NSW
(formally Kurrawatha Avenue Early Learning Centre)**

August 2018 - January 2020

Early Childhood Educator

Integral Health Armidale, Armidale NSW

January 2015 - December 2017

Practice Nurse (Registered)

Armidale Rural Referral Hospital, Armidale, NSW

November 2011 - December 2014

Registered Nurse

Qualifications:

- NDIS Internal Auditor Certification
LMS TRG
- Certified Facilitator of Lego Based Therapy
Progressive Play
- Operations Manager
Australian Online Courses
- Qualified Nurse Immuniser
Australian College of Nursing
ID: 13046151044
- Diploma Critical Care
Armidale Rural Referral Hospital
- Registered Nurse
Current Australian Health Practitioners Regulation Agency registration to 2024
ID: NMW0001671657
- Responsible Service of Alcohol
TAFE NSW
ID: CCH10059240
- Current First Aid & CPR
- NDIS Workers Screening and Orientation Certificates
- Various certificates in Support Coordination for the National Disability Insurance Scheme and an exponential amount of continuing professional development within the scheme

Other:

- Volunteer Nursing in Tanzania, Africa, November 2010 – January 2011
- Working With Children Check
ID: WWC0566665V
- National Police Check if required
- Professional Indemnity and Public Liability Insurance

Professional Memberships:

- Australian Association of Practice Management
- NSW Nurses & Midwives Association

Education:

6.10.2022 Progressive Play, Online, Australia
Certified Lego Based Therapy Facilitator

18.08.2022 LMS TRG, Online, Australia
Certified NDIS Internal Auditor

3.1.2022 Australian Online Courses, Online, Australia
Certificate of Operations Management

8.2.2015 Royal College of Nursing Australia, Online, Australia
Graduate Certificate Nurse Immunisation

10.03.2014 Armidale Rural Referral Hospital, Armidale, NSW
Graduate Diploma of Critical Care

16.2.2009-23.11.2011 University of New England, Armidale, NSW
Bachelor of Nursing

12.2.2007-25.11.2009 University of New England, Armidale, NSW
Bachelor of Law/Bachelor of Computer Science (*transferred*)

Areas of strength:

- Registered Nurse with Post Graduate Qualifications and experience in both Public and Private sectors, special interest in the National Disability Insurance Scheme
- Studies in Law and Computer Science
- Operations/Business/Practice/Project Management
- Medical Proofing and Reporting
- Quality email organisation and efficiency
- Dynamic and resourceful
- Approachable and responsive
- Innovative and passionate
- Reliable and hardworking
- Excellent communication skills
- Ability to follow directions and meet deadlines
- Exceptional multitasker
- Perfectionist attention to detail

References:

Available on request