

KENNY COX

1225 Benbow Drive, Dallas, TX 75232-5801 | H: 214-486-9728 | kennyacevedo@yahoo.com

SUMMARY

Recent nursing graduate seeking a Registered Nurse position in a health care facility where top notch educational and training achievements can be utilized in addition to a team oriented, enthusiastic attitude to provide quality healthcare to patients.

SKILLS

Customer Service	Research/due diligence
Microsoft Office Excel	Fluent Spanish speaker
Scheduling	Multi-tasking
CPR	QuickBooks
Customer Care	Microsoft office Word
Complaint resolution	

EXPERIENCE

06/2019 to Current

Office Administrator

Rock Foundation Repair Specialist LLC – Dallas, TX

- Organized workloads to streamline tasks and efficiently oversee day-to-day operations under tight deadlines
- Monitored calendars and scheduled appointments based on crew availability and established load limits
- Sorted and distributed business correspondence to correct department or staff member, reducing dropped communications and enabling faster responses to key requests

08/2010 to 04/2011

Tax Preparation Consultant

H And R Block – Dallas, TX

- Managed deliverables such as tax returns, extensions and tax planning calculations
- Informed clients of potentially beneficial products and services, resulting in additional business opportunities

EDUCATION AND TRAINING

Associate of Applied Science: Nursing 2019

Mountain View College – Dallas, TX

Currently enrolled in a BSN program 2019

CLINICAL ROTATION

Parkland Fall 2017

Methodist Charlton Spring 2018, Spring 2019

Methodist Richardson Spring 2018

Scottish Rite Fall 2018

CERTIFICATIONS

Phi Theta Kappa Member 2019
Student Nursing Association from 2017-2019

ACTIVITIES AND HONORS

Texas Board of Nursing issued Registered Nurse license # 971051 on 07/03/19
Basic Life Support Certified
Volunteered at a Nursing Home for 2 years