

Sandra DeDeaux

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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

- Team-oriented
- Customer Service
- Interpersonal
- Results-oriented
- Data Entry
- Intuitive

Experience

Administrative Coordinator III, 04/2001 — 05/2014

DeSoto Parish Health Unit — Mansfield, LA

- Streamlined day-to-day office processes to meet long-term goals
- Provided respectful assistance to all parties, including patients, nurses, physicians, and auditors
- Entered patient information, including insurance, demographic and health history into software system and confirmed records were updated
- Disseminated information to correct department, individual or outside location
- Pulled patient records quickly so that requesters received the information within one hour
- Prepared requisitions for the purchase of supplies

Education and Training

2019 Mountain View College — Dallas, TX

Associate of Applied Science Nursing

Honors: magna cum laude (GPA: 3.76/4.0)

Clinical Rotations

- Methodist Charlton Medical Center, Dallas TX January - April 2019
- Methodist Dallas Medical Center, Dallas TX October - November 2018
- Texas Scottish Rite Hospital for Children, Dallas TX September - October 2018
- Methodist Charlton Medical Center, Dallas TX January - April 2018
- Parkland Memorial Hospital, Dallas TX September - November 2017

Certifications

Texas Board of Nursing issued Registered Nurse license on 06/18/19

Basic Life Support Certified

Activities and Honors

Phi Theta Kappa member from 2015 - 2019 at Mountain View College

Student Nursing Association from 2017-2019