Dulce Romero

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**Objective**

To obtain a graduate nurse position at Crescent Medical Center .

Strengths

* Fluent in English and Spanish
* Strong communication and writing skills
* Strong team skills
* Excellent organization skills
* Proficient in Microsoft Office
* Strong customer service abilities
* Very flexible and adaptable
* Highly reliable
* Time management skills
* CPR certified
* HIPPA certified
* Knowledgeable in medical terminology

Education

El Centro College – Dallas, TX **RN** License#974248

Associates Degree in Nursing

**Professional Experience**

Chacon Autos April 2014 – August 2015

Cashier/Accounts Payable – Grand Prairie, TX

* Operated cash register and managed financial transactions
* Balanced financial transactions and log into a ledger nightly
* Handled vehicle insurance quotes and coverage daily
* Composed multiple vehicle contracts daily
* Verified prospective deals on a daily basis
* Distributed mail and process to according department
* Answered a high volume of phone calls and manage customer requests
* Implemented excellent customer service to ensure customer satisfaction

Infinity Automotive Body Works Unlimited June 2010- March 2014

Administrative Assistant – Dallas, TX

* Consulted insurance companies and client’s daily
* Translated for customers as needed
* Maintained the front desk and reception area to maintain maximum efficiency
* Managed all incoming and outgoing correspondence daily
* Obtained and received parts daily,
* Produced a high volume of invoices daily
* Appraised car estimates/supplements
* Payed parts and took payments daily
* Managed cash register

**References**

Available Upon Request