

# Kallie Croxton

Abilene, TX 79601

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I am a very detail-oriented, well-rounded employee. I follow instructions well, I learn quickly and I'm intuitive. I'm dependable and have helped companies create systems to help better manage their jobs. I have worked very closely with business owners and have learned a tremendous amount in the business industry, thus far. I have great communication skills; I am highly efficient and my background in business and organization has helped me in transitioning into nursing care where paying attention to detail and being organized are key. I graduate in May 2022 with an RN, BSN. I enjoy working towards a better me and seeing how far I can come in whatever position I fill. I have high moral standards and take everything I do very seriously. I have two children and a husband that are the reasons behind my constant push to do better every day.

## Work Experience

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### **Texas Realtor**

March 2014 to Present

I have worked as a Realtor for the better part of the last 8 years. I have assisted in transactions of homes of all sorts working with buyers and sellers. I have worked in luxury markets as well as residential. I have worked as a Realtor's assistant, a REALTOR, an office manager, a social media manager for real estate companies and more. Some job duties include providing transportation for myself and sometimes clients, reading through and deciphering legal documents and explaining information upon request, being on call 24/7, working weekends and most holidays and much more.

### **Nursery Worker**

Community Church of Possum Kingdom Lake - Graford, TX

September 2018 to March 2019

My job includes caring for all of the children ages 0-4 years that come into the nursery for Wednesday night bible study, Sunday morning church services and any other events the church may be hosting. I feed the children snacks, change their diapers or help them use the restroom if need be, keep them entertained and happy and ensure their safety.

### **Administrative Assistant**

Possum Kingdom Chamber of Commerce - Graford, TX

November 2016 to January 2018

My job duties included customer service, billing, filing, organizing events, cleaning the building when needed, marketing and advertising and more. I worked in excel, Quickbooks, Adobe and more. I managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.

## Education

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### **RN, BSN in Nursing**

Texas Tech University Health Sciences Center - Abilene, TX  
January 2021 to Present

### **Associate's Degree in Associates of Arts**

Cisco College  
2014

## Skills

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- CPR (2 years)
- CPR training (2 years)
- training (Less than 1 year)
- very organized (10+ years)
- Payroll

## Certifications and Licenses

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### **Realtor**

2014

## Additional Information

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### Skills

- detail oriented
- fast learner
- dependable
- proficient with a computer
- Excel
- Quickbooks
- Adobe
- Outlook
- all other Microsoft programs
- photo/video editing software
- social media managing experience