



ETHAN MARTINEZ

Dental Administrative Assistant

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Proactive Dental Administrative Assistant with two years of hands-on experience in enhancing patient interactions and streamlining office processes. Proficient in managing appointments, verifying insurance, and maintaining accurate patient records. Committed to delivering exceptional service and fostering a positive environment for patients, ensuring a smooth and efficient dental experience.

WORK EXPERIENCE

Dental Administrative Assistant

📅 Feb / 2024-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Greeted patients warmly, adhering to the company's customer service standards.
2. Managed and confirmed patient appointments, ensuring all necessary paperwork was completed.
3. Prepared and verified financial paperwork, ensuring compliance with regulations.
4. Conducted insurance verifications and updated patient information as needed.
5. Maintained knowledge of dental terminology and procedures for effective communication.
6. Discussed treatment plans and financing options with patients, enhancing understanding.
7. Balanced daily transactions and submitted reports to the Office Supervisor.

Dental Administrative Assistant

📅 Feb / 2023-Feb / 2024

Summit Peak Industries

📍 Denver, CO

1. Answered incoming calls and managed patient inquiries effectively.
2. Performed administrative duties, including filing and data entry.
3. Acted as an interpreter for patients and the dentist, ensuring clear communication.
4. Coordinated billing and appointment scheduling, ensuring a smooth workflow.
5. Participated in community outreach programs to provide dental care to underinsured populations.
6. Managed complex scheduling and maintained patient records under strict guidelines.

EDUCATION

Associate of Applied Science in Dental Assisting

📅 Feb / 2022 - Feb / 2023

Community College of Philadelphia

📍 Portland, OR

Completed coursework in dental office administration, patient management, and clinical procedures.

SKILLS

Regulatory Compliance

Problem Solving

Professionalism

Attention To Detail

Adaptability

INTERESTS

🤿 Scuba Diving

🎮 E-sports

📖 Reading Fiction

🧩 Puzzle Solving

STRENGTHS

📋 Stewardship

👥 Teamwork

🔗 Tenacity

👁 Vision

LANGUAGES



English



Spanish



Polish

ACHIEVEMENTS

★ Successfully reduced patient wait times by 20% through efficient scheduling.

★ Achieved 95% patient satisfaction rating by enhancing customer service protocols.

★ Streamlined insurance verification process, reducing errors by 30%.