

ETHAN MARTINEZ

Dental Administrative Assistant

🔼 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
- 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

耳 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
- 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 / Feb / 2022 2023

Community College of Philadelphia

₮ Portland, OR

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

- (123) 456 7899
- Los Angeles
- www.qwikresume.com



Regulatory Compliance

Problem Solving

Professionalism

Attention To Detail

Adaptability





E-sports

Reading Fiction

Puzzle Solving



Stewardship

Teamwork

🗞 Tenacity

Vision

LANGUAGES



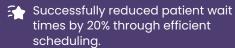


English

Spanish

Polish

ACHIEVEMENTS



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

Streamlined insurance verification process, reducing errors by 30%.