

# Dental Receptionist

## ROBERT SMITH

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### Objective

I am looking for a highly rewarding career where I can use my skills and knowledge to help the company and my coworkers be successful.

### Skills

Excel.

### Work Experience

#### Dental Receptionist

**ABC Corporation** - February 1992 - February 1996

- Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
- Schedule and confirm patient diagnostic appointments, surgeries, or medical consultations.
- Interview patients to complete documents, case histories, or forms, such as intake or insurance forms.
- Perform bookkeeping duties, such as credits or collections, preparing and sending financial statements or bills, and keeping financial records.
- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.

#### Dental Receptionist

**ABC Corporation** - 1988 - 1992

- Answer all calls, schedule appointments for the doctor and the hygienist.
- Open all mail, ups packages.
- Call patients to confirm their appointments.
- Pull charts, make notes to the file.
- Enter payments to their accounts.
- Call patients who are behind in their payments.
- Mail statements.

### Education

High School Diploma - (Castle Rock High School - Castle Rock, WA)