

Lead Assistant II

ROBERT SMITH

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Objective

Highly talented and accomplished retail/customer service professional with extensive skills and experience in the retail field. Friendly customer satisfaction oriented. Long term goal prediction where can utilize customer service skills while driving overall success and profitability.

Skills

Customer Service, Administrative Assistant.

Work Experience

Lead Assistant II

ABC Corporation - April 2001 – April 2016

- Worked closely with patients before, during and after dental procedures.
- Diligently cleaned instruments and work areas in accordance with sterilization and disinfectant protocol.
- Maintained proper universal precautions and infection control procedures at all times.
- Competently exposed, developed and mounted dental x-rays.
- Assisted with or instituted emergency procedures for sudden adverse developments during treatments.
- Set up trays and sharpened instruments.
- Prepared supply requests for internal clients for departmental charge backs.

Lead Assistant

Delta Corporation - 2000 – 2001

- Approachable Positive Attitude Diligent Santa Fe Springs Sales Associate Charismatic References furnished upon review and request.
- Professional and personal references available with letters of recommendation.
- Lead Assistants in daily procedures, general dentistry, oral surgery Ensure office is clean, Maintained, and fully stocked.
- Effectively implement and administer before/after school activities for children Monitor and evaluate activities to ensure safety of the children and .
- Managed payroll and time Documented patients health charts Ran earns Managed calls Sales Associate.
- Managed inbound and outbound calls.
- Scheduled all appointments with the customers.

Education

General Education - (Palomar College - San Marcos, CA)