



Phone: (555) 234-5678

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EXPERTISE SKILLS

- Compliance Auditing
- Quality Assurance
- Recordkeeping
- Data Analysis
- Training Facilitation
- Patient Care

LANGUAGES

- English
- Spanish
- French

CERTIFICATION

- Bachelor of Science in Health Administration

REFERENCES

John Smith

Senior Manager, Tech Corp
john.smith@email.com

Sarah Johnson

Director, Innovation Labs
sarah.j@email.com

Michael Brown

VP Engineering, Solutions Inc
mbrown@email.com

MICHAEL ANDERSON

DENTAL AUDITOR

I am a results-oriented Dental Clinical Auditor with over 5 years of experience specializing in compliance auditing and quality assurance in dental practices. My approach combines a keen eye for detail with a commitment to enhancing patient care. I have successfully executed numerous audits that evaluate clinical operations, ensuring that practices adhere to the highest standards of safety and quality.

PROFESSIONAL EXPERIENCE

Family Dental Care

Mar 2018 - Present

Dental Auditor

- Performed audits of clinical records to ensure compliance with health regulations.
- Collaborated with dental staff to enhance awareness of documentation standards.
- Utilized audit software to track compliance metrics and outcomes.
- Conducted training sessions for staff on proper recordkeeping practices.
- Analyzed audit results to identify trends and areas for improvement.
- Provided recommendations to management based on audit findings to improve practice operations.

Smile Bright Dental

Dec 2015 - Jan 2018

Quality Assurance Coordinator

- Developed quality assurance protocols to maintain compliance with dental regulations.
- Assisted in preparing for external audits, ensuring all documentation was complete and accurate.
- Facilitated staff training to promote adherence to quality standards.
- Monitored patient feedback to assess the quality of care provided.
- Implemented corrective actions based on audit findings, reducing compliance issues by 15%.
- Maintained detailed records of audit activities and outcomes for review.

ACHIEVEMENTS

- Achieved a 30% improvement in compliance rates through effective training programs.
- Recognized for outstanding audit performance with a commendation from the dental board.
- Implemented a new auditing process that reduced the time taken for reviews by 25%.