



MICHAEL ANDERSON

Dental Receptionist

Detail-oriented Dental Patient Care Specialist with 5 years of experience in providing exceptional support in dental offices. Focused on ensuring patient comfort and satisfaction through effective communication and attentive service. Strong background in managing patient records, scheduling appointments, and coordinating with the dental team to enhance workflow. Skilled in educating patients about dental health and procedures, contributing to improved compliance with treatment recommendations.

CONTACT

- (555) 234-5678
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- San Francisco, CA

EDUCATION

Certificate in Dental Assisting

Dental Training Institute
2016-2020

SKILLS

- Patient Support
- Scheduling
- Record Management
- Communication
- Team Collaboration
- Health Education

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Dental Receptionist

2020-2023

Gentle Touch Dentistry

- Managed daily operations of the front desk, including patient check-in and scheduling.
- Educated patients on treatment plans and oral care, ensuring clarity and understanding.
- Maintained accurate and confidential patient records, adhering to legal requirements.
- Coordinated with dental staff to ensure efficient patient flow and care.
- Handled patient inquiries and resolved issues in a timely manner.
- Implemented a new patient record system that improved data accuracy.

Dental Assistant

2019-2020

Healthy Smiles Family Dentistry

- Assisted dentists during procedures, ensuring all necessary tools were available.
- Educated patients on post-treatment care, improving recovery satisfaction.
- Managed sterilization processes to maintain a safe clinical environment.
- Maintained the cleanliness and organization of treatment areas.
- Facilitated communication between patients and dental professionals to enhance care.
- Participated in community health fairs to promote oral hygiene awareness.

ACHIEVEMENTS

- Improved patient check-in efficiency by 30% through refined processes.
- Received positive feedback from patients, contributing to a 20% increase in referrals.
- Completed advanced training in patient communication strategies.