

Christopher Jones

999 Main Street,
Any Town, NY 99999
(999) 999-9999
E-mail: email@yahoo.com

PROFESSIONAL OBJECTIVE

To utilize my well rounded background and education in a role that will ensure the success of your operations and business.

SUMMARY

I believe in finishing strong, and always strive for excellence.

I have strong computer skills, and can learn new systems quickly and accurately.

Following a well rounded education and several leadership roles, I took time to raise my Children.

WORK EXPERIENCE

Dental Receptionist

ABC Inc.

2009 – Current

- Welcomed patients and visitors to the dental office by greeting patients and visitors in person and on the telephone.
- Prepared necessary paperwork, collected payment's from patient's, and notified appropriate person of patient's arrival.
- Confirmed appointments and pulled patients charts for the following day.
- Scheduled future appointments.

Dental Receptionist

XYZ Corp.

2009 - 2009

- Responsible for clerical duties such as filing, keeping record of patients, scheduling patient's appointment, handling phone calls and replying.
- Worked with Dental Program ACE.
- Entered patient's data into system including verifying insurance benefits and submitting insurance claims and some medical billing.
- Assisted Dentist with Preparation of the Surgery prior to patient's arrival, sterilizing equipment and ensuring all equipment is ready and the waiting area is clean.

Dental Receptionist

BCD Inc.

2005 – 2009

- Required to keep vigil on the people coming in and out.
- Made sure that the appointment books were properly maintained as well as coordinated.
- Maintained quality communication between the different concerned parties.
- Prepared surgery room and waiting area prior to patient's arrival.

EDUCATION

University of Rochester, New York, NY, graduated 2004
Bachelors of Science in Education

JeffTheCareerCoach.com