Dental Receptionist Resume Example

Dianne Wellington
3423 West Road 54
San Diego, CA 7980
Email id: dianne_wellington@example.com
Phone: (877) 7867-9080

Client Relations – Office Administration – Executive Support – Good Responsibility

Objective

Seeking positions as a dental receptionist in SMILE Clinique, Sacramento, California. Expertise in managing high profile initiatives and critical projects in dental terms

Work Experience

Medical Receptionist in Hospital Revenue, Sacramento, CA (2009-2011)

Responsible for all administrative activities, including doing a record, document storage, welcoming guests, storing patient data, and perform data entry into computer.

Sales Representative in Total, co, ltd, in Sacramento, CA (2008-2010)

Responsible for handling event promotions, provide training on new members, and analyze the market passion to achieve maximum sales. In addition, also conduct simple research on consumer behavior and work to improve the quality and quantity of product produced.

Assistant in Meredian, Inc, business networking in New York City (2005-2007)

Help scheduling daily agenda, helping to provide socialization health campaigns to children at various elementary schools in New York, provide mentoring and conduct tests to determine aptitude and psychological development of child psychology.

Skills & Abilities

- Be able to work in teams
- Good communication and interpersonal skills
- Ability to work in pressure
- Able to work on several projects at once
- Good problem solving
- Have good knowledge about administration, including filing and documentation
- Be able to communicate in both English and Mandarin

Technical Skill

- Computers and internet well
- Microsoft Word

- Microsoft Power Point
- Microsoft Excel
- SPSS
- Linux
- Macintosh
- Microsoft Windows
- Typing 55 wpm

Education

Bachelor Degree (B. Sc) with the major Bio Medical and Human Service in Rutherford Community College, California, CA (2001-2005)
GPA: 3.63

Activities

- Head of women's soccer team in California (California Women's Soccer), (2009-2010)
- Staff members of the association of environmentalists, in New York City (2007-2009)

Course

- Private Course in Computer Application and Programming, in New York City, (2007-2008)