

Maxine Curry

Dental Assistant

AREAS OF EXPERTISE

Customer facing skills

Dental reception

Upselling services

Reception work

Administration

Greeting people

Following procedures

PROFESSIONAL

First Aider

Fire Marshall

PERSONAL SKILLS

Loyal

Focused

Attention to detail

Friendly

CONTACT

*Maxine Curry
Dayjob Ltd
The Big Peg
Birmingham
B18 6NF
T: 0121 638 0026
M: 0121 638 0026
E: info@dayjob.com*

*Driving license: Yes
Nationality: British*

PERSONAL SUMMARY

Maxine understands that the front desk is a crucial part of any Dental practice and that first impressions displayed must always be of efficiency and professionalism. It is for this reason that she works hard to ensuring that all patients have a pleasant and productive experience from first to final contact with the practice. She is a hard-working and punctual operator who has superb administrative and communication skills. Right now she is looking for a role with fresh challenges and rewards.

WORK EXPERIENCE

Dental Practise – Birmingham

DENTAL ASSISTANT Jun 2013 – Present

Responsible for dealing with the day to day problems and enquiries relating to the Dental practise.

Duties:

- Making appointments, answering the telephone, maintaining and filing record cards.
- Meeting and greeting both existing patients and new patients when they arrive.
- Setting the perceived standard for the practice.
- Making sure that all telephone enquiries are handled and recorded correctly.
- Assisting dental staff when necessary.
- Performing office administrative functions as required.
- Assisting with the induction and training of new team members.
- Working at other dental practice locations from time to time as required.
- Updating both the appointment book and any computer files.
- Making phone calls to patients and sending them out reminder letters.
- Keeping dental equipment clean safe and well maintained.
- Ensuring that all patients leave with a future appointment made.
- Gathering feedback from patients about their dental experience.

Company name - Location

JOB TITLE Employment dates (i.e. Aug 2011 – Jun 2013)

KEY SKILLS AND COMPETENCIES

- Passionate about providing the highest level of customer service, with empathy and assertion.
- Conscientious and able to work as part of a team.
- Ability to work under pressure and remain calm.
- Knowledge of how to use specialist dental practise related software packages.
- Comfortable working with dentists and other healthcare professionals.
- Punctual, always on time and never late.

ACADEMIC QUALIFICATIONS

Nuneaton University **2008 - 2011**
BSc (Hons) Business Administration

Coventry Central College **2005 - 2008**
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



Copyright information - Please read

© This resume template is the copyright of Dayjob Ltd. Job seekers may download and use this particular example for their personal use to help them write their own one. You are also most welcome to link to any page on our site www.dayjob.com. However this template must not be distributed, used for commercial purposes or made available on other websites without our prior permission. For any questions relating to the use of this template please email: info@dayjob.com