**Eleni Gaziani**

32-06 21rd street

Astoria, NY 11106

(646) 255 - 9609

Eleni.gaziani@gmail.com

|  |  |
| --- | --- |
| Objective | To obtain a position as a dental hygienist and apply my clinical skills to improve the standard of patient care. |
| Education**Dental Skills****Experience** | Academy of Finance and Enterprise, Long Island City, NY*Honors High School Diploma, June 2012* CUNY Hunter College, New York, NY*Undergraduate, August 2012-May 2015* New York City College of Technology, Brooklyn, NY*Associate of Applied Science in Dental Hygiene, August 2015-May 2017*The skills obtained as a dental hygiene student at NYCCT include but are not limited to, exposure of both digital and film based radiographs, scaling and root planning with both ultrasonic and hand instruments, soft tissue management, sealant placement, taking impressions, Arestin placement and evaluation, administering local anesthesia and nitrous oxide and providing individual, personalized home care instructions.Dr. Stefan Bradu, Dermatology, Forest Hills, NY*Receptionist (January 2013-May 2014)** Maintained scheduling with answering incoming calls and providing answers to patients questions
* Confirmed and scheduled appointments
* Prepared patient files with insurance eligibility for coverage and plan payments
* Processed payments made by insurance and patient deductible coverage

*Assistant Manager (June 2014-September 2016)** Assisted with controlling expenses and preparing expense reports
* Followed up with patient complaints and account receivable and accounts payable transactions
* Took notes/minutes during office meetings and set goals for each quarter
* Maintained control of assets and inventory
 |
| **Skills and Abilities** | * Computers: Microsoft Word, Excel, PowerPoint
* Languages: English and Greek
* Dentrix Software Proficiency
 |