

Samantha Reyes



102 East 116th Street, #2F • New York, New York 10029 • Phone: (347) 608-9333 • E-Mail: samanthalaredo.r@gmail.com

Experience

The Chelsea Dental Group

Office Manager

August 2017 - Present

- Treatment planning and coordinating patient appointments across different dental specialists
- Dental office billing and coding, verifying insurance, calculation of treatment copayments
- Receptionist duties including scheduling and confirming appointments, ordering office/operatory supplies, patient communication
- Responsible for training office personnel

Dental Assistant

April 2016 - Present

- Assisting the dentist in providing treatment for patients by setting up and breaking down treatment rooms, preparing instruments, and enforcing health and safety standards
- Isolation and application of Philips Zoom! Whitening system
- Setting up and breaking down of Biolase laser technology

Your Dental, P.C.

October 2014 - April 2016

Assistant

- Assisted in four-handed dentistry
- Prepared patients, sterilized instruments and operatories, set up instrument trays, prepared materials necessary for treatment
- Performed receptionist duties including scheduling patients, communicating with insurance companies, and confirming appointments
- Personal assistant to the dentist

Education

New York City College of Technology

May 2019

- Associate of Applied Science, Dental Hygiene

University at Buffalo, the State University of New York

May 2014

- Bachelor of Arts Psychology
- Bachelor of Arts Health and Human Services, concentration Community Mental Health
- GPA 3.1

Skills

- BLS Certification
- Upbeat and team-oriented attitude
- Organization and time management
- Outstanding interpersonal skills with ability to practice empathy and build rapport with patients
- Efficient task management and able to thrive while performing several roles at once
- Experience with Mental Illness and field work in crisis counseling
- Pre-professional academic learning through high school resources
- Proficient in Microsoft Office: Mac & PC
- Fluent in understanding of Tagalog (Filipino)