**Jebunnaher Chowdhury**

88-15 168th ST Apt 4T Jamaica, NY 11432 ǀ ǀ C: (646) 867-4738 ǀ ǀ jebunc@yahoo.com

**Objective**  To obtain a position in a prestigious company where I will be able to utilize my skills to the best of my ability for advancement possibilities as a Registered Dental hygienist.

**Experience Office Receptionist/ Manager**

**2010-Present Kevin J. Grant, D.D.S, P.C Jamaica, NY**

Maintaining the administration of assets for the dental office from insurance companies, Medicaid and private paying patients

Overseeing the maintenance and upkeep of the office; bookkeeping, opening and closing office

Calling insurance companies daily to verify patient eligibility, history, COB and claim status

Billing (including paper billing and electronic billing through EasyDental) various procedures daily to insurance companies; familiar with majority of the ADA codes

Answering phones with heavy call volume; making appointments, assisting patients and insurance companies on inquiries regarding the dental office.

Confirming that all patient balances are up to date; mailing bills and enabling payment arrangements, explain dental treatment plans and payment options to private paying patients as well as PPO patients covered at a certain percentage

**2009-2010 Queens Hospital Pediatrics Department Jamaica, NY**

Volunteer work under the watch of Ms. Vaccarro

Filing charts, answering phone, and keeping charts organized

Data entry into computer

**Education** **New York City College of Technology CUNY** Brooklyn, NY

2017-2019 Associate of Applied Science in Dental Hygiene

**Queens College**  Queens, NY

2014-2015 Bachelors Degree in Sociology

**Hunter College** Manhattan, NY

2010- 2014 Began Undergrad

**Strengths** Good writing and oral communication skills.

Fluent in speaking Bengali and English; understand little Spanish

Excellent interpersonal skills, can work well in a team environment as well as independently.

Enthusiastic, detailed-oriented, can multi-task, positive outlook, organized and disciplined.

Formatting and keying business correspondence-letters, memos and reports

Computer skills include: PowerPoint, Excel, Word and Easy Dental, Dexis, and

DentiMaxsoftware

Responsible and well organized

Qualified in exposing, mounting and interpreting radiographs

Ability to perform oral hygiene procedures such as periodontal scaling and root planning,

placement of pits and fissures sealants, and Arestin placement.

Head and neck cancer screening

Capable of evaluating and assessing overall oral health.

**Licenses/ Certifications**

New York State License in Dental Hygiene July 2019

New York State Local Infiltration Anesthesia and Nitrous Oxide June 2019

Certified in Identifying and Reporting Child Abuse Maltreatment February 2019

Basic Life Support for Healthcare providers in CPR and AED March 2019

**References** Available upon request and link to ePortfolio for a more thorough insight into my

achievements, education, community service, skills, and clinical experience :

<https://openlab.citytech.cuny.edu/jchowdhury-eportfolio/>