

Linda Lei

Linda.lei96@gmail.com | (347) 707-6475 | New York City, New York

Education

Lehman College CUNY (Undergraduate)

Graduated: January 2019

Major: Psychology Bachelor of Arts Degree

New York City College of Technology CUNY

Expected Graduation: May 2024

Major: Dental Hygiene Associate in Applied Science

Work Experience

Charm Clinic| Jung A. Han MD| Manhattan, New York

January 2019- May 2019

Receptionist/ Medical Assistant

- Scheduled and checked patients in and out in a timely manner to increase patient satisfaction.
- Performed administrative work such as answering emails and phone calls efficiently. Processing insurance documents and sending out lab work to assigned destinations. Uploading and filing medical records.
- Restocked and organized inventory.
- Assisted in EKG and allergy procedure under the supervision of the physician. Prepared medical examination rooms efficiently.
- Greeted patients and answered all questions.

SCN Dermatology| Manhattan, New York

June 2019- July 2022

Receptionist/ Medical Assistant

- Scheduled and checked patients in and out in a timely manner to increase patient satisfaction.
- Answered phone calls and email for all three office locations efficiently.
- Restocked and organized inventory.
- Assisted physician with cosmetic and medical procedures. Prepared medical examination rooms efficiently.
- Greeted patients and answered all questions.

Certifications

- Certified Basic Life Support
- IRB CITI Program Certification
- Certified Mandated Reporter

Skills

- Bilingual: English and Cantonese/ Taishanese
- Knowledgeable in preventative services such as topical fluoride, sealants (adult and pediatric) using cotton rolls isolation and Arestin.
- Knowledgeable in pain management techniques such as Oraqix, topical 20% benzocaine and local anesthesia (MSA, ASA, PSA, buccal, mental, lingual, and papillary).
- Perform digital radiographic exposure such as bitewings, full mouth series and panoramic.
- Proficient in plaque and calculus removal using hand instruments, ultrasonic and engine polish.
- Conduct thorough head/neck examination and medical history screenings for patients.
- Perform comprehensive dental charting and periodontal charting.
- Competent in creating alginate impression to educate and use in treatment planning.