

# SEOKYUNG SARAH HWANG

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## EXPERIENCE

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### **Bethesda Dental | New York, NY**

Office Receptionist | January 2019 – Present

- Program an effective recall system to guarantee the patients returning rates are higher than 90%
- Communicate with 10+ insurance companies to keep in track of the claims sent and received
- Utilize Dentrrix/ Dentimax to handle patient appointments and collect copayments
- Implement new training manual for smooth transitioning for any new dental assistants/ receptionists

### **Astor Smile Dental | New York, NY**

Dental Assistant | August 2017-January 2019

- Conducted Gendix intraoral x-rays and panoramic extraoral and ensured safety during the procedures
- Cooperated with the dentist/ oral surgeon during the procedures to ease the work
- Fabricated patient night guards and alginate impressions for the patients when needed

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## EDUCATION

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**Expected Graduation: June 2022**

**New York City College of Technology | CUNY**

Associate in Applied Science in Dental Hygiene

**Graduated: May 2019**

**Macaulay Honors at Baruch College | CUNY**

Bachelor of Business Administration in Marketing

Minor: Honors Interdisciplinary NYC Studies,

Graphic Communications

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## CERTIFICATIONS

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- BLS certification
- Google AdWords certification

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## SKILLS

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Fluent in Korean, placing arestin, alginate impressions, placing sealants with rubber dam isolation/ cotton roll isolation, administrating local anesthesia and nitrous oxide, suture removal