Sulu Samoylov

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**OBJECTIVE**

 Interested in working in a professional dental setting and providing proper oral healthcare to individuals.

**EDUCATION**

**Expected to graduate with the Class of 2016**- New York City College Of Technology. Associate Degree in Dental Hygiene. Brooklyn, New York. Currently a senior in the dental hygiene program. Current GPA is a 3.4

**September 2004 –June 2008** – Kazakhstan State Business and Law School Bachelor’s Degree in International Law with Honor.

**EXPERIENCE**

 **September2008-April2010**- Dental Assistant at “Cosmetic Dentistry of New York”, D.D Kadoe DDS.;

**April 2010- June 2014**- Dental Assistant/ Orthodontic Assistant at “Cosmetic and Implant Center”, Dr.Epelboym DDS

**June 2014-Present**- Receptionist/Dental Insurance Biller at “Cosmetic and Implant center”, Dr.Epelboym DDS

**Dental Assistant Responsibilities:**

-Welcoming Patients

-Expose Radiographs (intraoral and Panoramic)

-Sit patients in the dental chair

-Pack and send lab cases

-Clean, disinfect and set up operatory room

- Taking alginate impressions

-Sterilize and disinfect instruments, following the OSHA regulations

-Maintain inventory for dental supplies

-Fabricate bleaching trays and night guards

**Receptionist/ Dental Insurance Biller Duties:**

-Welcoming patients/register patients;

-Answer the phone calls;

-Schedule appointments;

-Check eligibility/coverage for patients dental insurance;

-Enter patients insurance information in the system foe billing;

-Create e-claims/ Blank ADA 2006 and mail out;

 -Dispute unpaid claims;

-Check insurance collection list, etc.