

Veronica Chan

Registered Dental Hygienist



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Work Experience

04/2023 - 05/2024
Brooklyn, NY

Student American Dental Hygienist Association

Academic Club Secretary

- Help organize fundraising events
- Maintain event scheduling and calendars
- Post information on bulletin boards and digital posters
- Participated in the Dental Hygiene Advisory Board meeting
- SADHA Student Ambassador for NYCCT Open House
- Helped with freshman orientation
- Participated in the Greater New York Dental Meeting 2023-2024 including continuing education courses; expanding current knowledge and clinical education

06/2018 - 05/2022
New York, NY

Hudson Medical

Patient Service Representative

- HIPAA compliance, maintaining up-to-date knowledge on regulatory requirements.
- Verified insurance eligibility and coverage for patients.
- Maintained detailed case notes and documentation, ensuring effective tracking of progress and continuity of care across providers.
- Ensured patients receive specialty medications needed for proper care
- Fulfilling doctor's requests
- Trained new staff

03/2016 - 05/2018
New York, NY

Focus Occupational Therapy, PC

Occupational Therapist Aide & Administrative Assistant

- Checked insurance eligibility, obtained authorizations, collected copayments
- Marketing Projects
- Open, edit, and submit claims, apply payments
- Trained new staff



Education

Received 05/2024,
285 Jay St
Brooklyn, NY 11201

Associate of Applied Science, Dental Hygiene

CUNY NYC College of Technology

- 3.943 GPA
- Dean's List: 2022-2024
- Awards Received: Dental Hygiene Academic Excellence Department Honors, Second District Dental Society of New York: Exemplary Professionalism, Dr. Paul S. Cohen Foundation: Excellence in Biological Sciences, SADHA Certificate of Service Award

Received 01/2019,
695 Park Avenue
New York, NY 10065

Bachelor of Arts, Human Biology: Track 1-Body, Mind, and Health, Minor: Psychology

CUNY Hunter College

- Cum Laude Degree Honors
- Dean's List: 2015-2019
- Merit Scholarship Recipient



Certifications

- NYS Dental Hygiene Local Anesthesia and Nitrous Oxide
- Basic Life Support, Expires: 08/2026
- NYS Mandated Reporter for Child Abuse and Maltreatment; 01/08/2024
- CITI IRB, Expires: 09/01/2026



Skills and Interests

- **Linguistics:** English, Cantonese
- **Technology:** Proficient in Microsoft Office, Windows and Mac literate; Internet navigation skills; Type: 95 WPM
- **Interests:** Photography, Travel, Yoga, Chess
- Good interpersonal skills; Team Player; Excellent problem solving skills; Flexible; Exemplary planning and organizational skills

Volunteer Work: Head Start Dental Health Education And Fluoride Varnish Application, Give Kids A Smile, Community Service Adolescent Flossing Education, NYCCT Dental Hygiene Open House