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|  | Yanling Feng71 Bay 10th Street Brooklyn, NY. 11228 · 646-886-0213 · Yanling\_cecilia@yahoo.com |  |
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| Education* **AUG. 2018 – PRESENT**

**Association degree in DENTAL HYGIENE, NEW YORK CITY COLLEGE OF TECHNOLOGYAUG.** * **2014- JUNE. 2016**

**BACHELOR OF SOCIOLOGY, HUNTER COLLEGE*** **AUG. 2011- JUNE. 2014**

**ASSOCIATION DEGREE IN BUSINESS ADMINISTRATION, BOROUGH OF MANHATTAN COMMUNITY COLLEGE**Key Skills* CPR, The American Red Cross
* Cavitron Ultrasonic Scaler
* Scaling and Root Planing
* Oral Hygiene Instruction
* Oral Cancer Examination
* Radiographs
* Pit and Fissure Sealants
* Arestin Placement
* Fluoride Application
* Excellent communication and organization skills
* Basic skills in operating Microsoft Software
 | Experience**July. 2015 – Mar. 2020****medical receptionist,** dr. ww dermatology, new york* Managed receptionist desk by greeting patients, ensuring correct paperwork in completed, collected patient demographics utilizing MDLand software, operated high volume multi-line phone system
* Developed careful and detail-oriented skills by checking medical and insurance information, and explained patient insurance benefits
* Collected all co-pays and payment; maintained a record of all payments and credits on the billing system
* Safeguarded patient privacy and confidentiality
* Worked as a team to ensure patient flow by communicating with patients and clinical staffs

**july. 2011 – jan. 2015****dental assistant,** yen dentistry and implantology, flushing, ny* Prepared equipment and instruments trays prior to dental procedure and surgeries
* Worked chair-side assisting dentist for various procedures including impressions, restorations, root canals therapy, extractions and implant surgery
* Exposed intraoral and panoramic dental diagnostic radiographs in accordance with all guidelines to ensure patient safety utilizing traditional X-rays
* Effectively operated x-ray machine and developed X-rays
* Performed all kinds of administrative duties such as greeting patients, taking information and explaining dental procedures to patients
* Performed duties such as cleaning and sanitizing used room and used instruments; checking inventory and re-fill supplies
* Maintained clean and positive environment to ensure patient comfort and safety
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