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|  | Yanling Feng  71 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 | | |