





# Olivia Campos

## Dental Assistant

olcamp123@gmail.com   
(123) 456-7890   
Miami, FL   
[LinkedIn](#) 

### Work Experience

#### Kevin Lehman DDS - Dental Assistant

2014 - current

Miami, FL

- Support the dentist and dental hygienists providing a coordinated patient experience; supporting treatment of 18 patients a day.
- Prepare treatment areas for preventative care procedures and surgeries; sterilize and sanitize instruments and assemble equipment.
- Capture quality x-ray images, accurately complete laboratory request forms, and prepare materials for impressions and restorations.
- Provide patients with dental care advice and information including treatment prep, answering questions, and providing caring reassurance which improves patient satisfaction by 33%.

#### Joseph Lichter DDS - Dental Assistant

2012 - 2014

Miami, FL

- Trained on-the-job in taking and developing x-rays, preparing and sterilizing dental equipment, taking impressions of patients' teeth for study casts, and teaching appropriate oral hygiene strategies.
- Provided friendly front office management including greeting patients, answering phone calls, scheduling appointments, and billing insurance forms.
- Enhanced professional growth and development by participation in educational programs, in-service meetings, and workshops.

#### TLI Legal Group - Secretary

2009 - 2012

Miami, FL

- Greeted and directed all clients in a friendly manner; answered questions professionally, prepared meeting rooms, and directed clients to correct legal team member,
- Fielded all incoming telephone calls (determined purpose of call, recipient, and directed calls to appropriate team member or department) across 8 lines.
- Confirmed and scheduled client appointments using Google Suite and Calendly.
- Organized scheduling for three front office staff to ensure two secretaries were working the front desk at all times; improving client satisfaction by 18%.

### Education

#### Miami Senior High School - High school diploma

2002 - 2006

Miami, FL

### Skills

Problem Solving; Emphathetic; Time Management; Scheduling; Insurance; Detail Oriented