

Seraphina Langley

Entry-Level Dental Office Receptionist

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Boston, MA

[LinkedIn](#)

Motivated and devoted to oral healthcare and eager to fill the dental office receptionist role at Sage Dental. Ready to leveraging organizational and communication skills gained through volunteer projects.

PROJECTS

OralCare360 - Volunteer

2015 - 2018

- Educated audiences on hygiene practices, leading to increased awareness and better oral health habits.
- Promoted preventive measures to ensure improved dental care outcomes, which **resulted in a 67% rise in preventive appointments**.
- Assisted in organizing routine check-up drives, contributing to a 71% increase in community participation.
- Collaborated with dental professionals to provide accessible oral health information and resources and enhanced public outreach by 39%.
- Conducted virtual oral health workshops via Zoom, reaching a broader audience and achieving a 84% participation growth.
- Organized routine check-up drives with Microsoft Office, contributing to a 41% increase in appointments.

FreshBite - Outreach Coordinator

2013 - 2015

- Designed and executed an awareness campaign, reaching out to local communities and **generating a 57% increase in oral hygiene awareness** among the elderly.
- Organized successful workshops on maintaining oral health for the elderly, positively impacting participants' oral care routines.
- Provided resources and information to empower individuals in maintaining their oral hygiene, achieving a 76% rise in resource engagement.
- Initiated an awareness campaign via Google Workspace and achieved a 38% rise in oral hygiene awareness.
- Gave oral hygiene workshops, adding materials on Google Drive for a 63% increase in resource accessibility.
- Utilized Gmail for prompt and effective communication with patients and colleagues, which enhanced successes of collaborative activities by 43%.

EDUCATION

MCPHS University - Associate's Degree, Dental Hygiene

2013 - 2015

Boston, MA

SKILLS

Microsoft Office; Google Workspace; Gmail; Zoom; Google Drive

HOBBIES

- Baking Treats
- Knitting