

# Davie Popkins

Dental Assistant Clinic Manager

## Profile

I am a Dental Assistant Clinic Manager with over 5 years of experience. I have experience in managing dental clinics, scheduling appointments, and providing customer service. I am knowledgeable in the latest dental techniques and procedures. I possess excellent communication skills and can effectively manage staff members.

## Employment History

### Dental Assistant Clinic Manager at Aspen Dental, IA

May 2022 - Present

- Led a team of dental assistants in providing quality patient care in a clinic setting.
- Supervised the work of dental assistants and provided feedback on their performance.
- Monitored inventory levels and ordered supplies as needed.
- Ensured that the clinic was clean and organized at all times.
- Scheduled appointments for patients.

### Dental Assistant Clinic Supervisor at ClearChoice Dental Implant Centers, IA

Jul 2017 - Mar 2022

- Hired and trained a team of 5 dental assistants who provided support to 3 dentists in a high-volume clinic.
- Led the team in providing quality patient care, meeting all safety and infection control standards.
- Created systems and procedures that increased efficiency by 20% and decreased errors by 10%.
- Implemented new technology that improved record keeping, charting, and scheduling.
- Recognized by leadership for outstanding customer service scores from patients surveys (98%).

## Education

### Associate's Degree in Dental Assisting at Kirkwood Community College, IA

Sep 2013 - May 2017

Some skills I've learned are taking dental x-rays, charting teeth, and assisting the dentist during procedures.

## Certificates

### Certified Dental Assistant (CDA)

Mar 2021

### Certified Orthodontic Assistant (COA)

Jun 2019

## Memberships

American Dental Association

National Dental Association

## Details

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## Links

[linkedin.com/in/daviepopkins](https://www.linkedin.com/in/daviepopkins)

## Skills

Dental Assisting

Clinic Management

Dental Office Procedures

Patient Scheduling

Insurance Verification/Billing

Treatment Planning

## Languages

English

Bengali

## Hobbies

Organizing

Crafting

Reading