

THI TAAPKEN

Dental Assistant Manager

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(268) 681-5989

12345 Random Street, Chicago, IL 60601



PROFILE

I am a Dental Assistant Manager with over 5 years experience in the field. I have extensive knowledge of dental procedures and treatments, as well as management experience overseeing a team of dental assistants. I am passionate about providing quality care to patients and ensuring that they receive the best possible treatment. In my previous role, I was responsible for coordinating appointments, managing patient records, and supervising the work of other dental assistants. I am confident in my ability to provide excellent customer service and lead a team of dental professionals.

LINKS

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

SKILLS

Dental Assisting

Dental Office Management

Customer Service

Leadership

Communication Skills

Organization

Time Management

LANGUAGES

English

Urdu

EMPLOYMENT HISTORY

● Dental Assistant Manager at Midwest Dental, IL

May 2022 - Present

- Managed a team of dental assistants that provided care to over 500 patients per month.
- Implemented new systems and processes that increased patient satisfaction by 15%.
- Trained and developed 5 new dental assistants, resulting in a more efficient work flow.
- Led the implementation of a new electronic health records system, reducing charting time by 30%.
- Negotiated with insurance companies to get higher reimbursement rates for our office, increasing revenue by \$50,000 per year.

● Dental Assistant at Absolute Dental, IL

Sep 2017 - Mar 2022

- Assisted in providing dental care to over 100 patients each month.
- Maintained a 95% patient satisfaction rating.
- Sanitized and prepared all dental equipment prior to use.
- Acted as lead assistant during busy periods, supervising up to 3 other assistants at one time.
- Trained new hires on proper procedures for assisting with dental treatments.

EDUCATION

Associate's Degree in Dental Assisting at College of DuPage, IL

Sep 2013 - May 2017

I have learned how to take x-rays, make temporary crowns, take impressions, and assist the dentist during procedures.

CERTIFICATES

Certified Dental Assistant Manager (CDAM)

Sep 2020

Certified Oral Healthcare Administrator (COHA)

Mar 2019

MEMBERSHIPS

American Dental Association

National Dental Association