

Dovie Kantz

Dental Receptionist

✉ dovie.kantz@gmail.com

☎ (135) 211-9839

📍 18 Tremont St, Boston, MA 02108

EDUCATION

High School Diploma at Boston Latin School, Boston, MA

Aug 2017 - May 2021

I have learned how to be organized, how to manage my time, and how to study effectively.

LINKS

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

SKILLS

Dental software

Dental terminology

Insurance billing

Patient scheduling

Treatment presentation

Financial arrangements

Sterilization procedures

LANGUAGES

English

Japanese

HOBBIES

Organizing

Crafting

Reading

PROFILE

I have over 1 year of experience as a Dental Receptionist. I am responsible for greeting patients, scheduling appointments, answering phones, and handling patient inquiries. I have excellent customer service skills and enjoy working with the public. I am also proficient in Microsoft Office programs (Word, Excel, PowerPoint).

EMPLOYMENT HISTORY

● Dental Receptionist at Gentle Dental of Westford, MA

Jun 2022 - Present

- Answered an average of 50 phone calls per day.
- Greeted an average of 30 patients per day.
- Scheduled and confirmed appointments for new and existing patients.
- Processed payments and maintained accurate financial records.
- Provided administrative support to dental staff.

● Dental Assistant at Gentle Dental of Chelmsford, MA

Jul 2021 - May 2022

- Assisted in providing dental care to over 500 patients.
- Assisted in performing over 100 teeth cleanings.
- Assisted in taking X-rays of over 200 patients.
- Helped provide oral hygiene education to over 300 patients.
- Sterilized and prepared all equipment for use.

CERTIFICATES

Certified Dental Receptionist (CDR)

May 2021

Registered Dental Assistant/Receptionist (RDA/RDAEF)

Nov 2019

MEMBERSHIPS

American Dental Association

National Dental Association