

Renae Reynolds

2504 Redfield Dr
Mesquite, TX 75181
(972) 854-2206

Objective: Seeking an opportunity as a front office or receptionist to utilize and further enhance my knowledge and skills. Great with computers, knowledge in Quick Books, Microsoft word and Microsoft excel. Very dependable, energetic, great people skills, and willing to learn new things.

Qualifications:

- Greet customers
- Office work (filing, making copies, and faxing)
- Running an office
- Answering multiple phone lines
- Microsoft Word, excel, and Quickbooks
- Data Entry
- Registered Dental Assistant
- Experienced in dental procedures for oral examination and routine restoration.
- Provide compassionate care to patients and educate in post-procedure care.
- Maintain the highest degree of patient confidence.
- Ensure compliance with OSHA and MSDS guidelines.
- Provide personal oral care instructions.

Education:

- **East Texas Dental Assisting School, Rockwall, TX**
Registered Dental Assistant

Experience:

Jani-King, Addison, TX June 2008- Current

- Receptionist/ Administrative Assistant
- Answer phone and schedule appointments
- Maintain inventory count
- Assist Regional Director in daily activities
- Control incoming and out going mail

Dr. Peter Hofmann D.D.S, Dallas, TX September 2007-May 2008

- Front Office
- Answering phone, scheduling patients
- Taking Payment
- Filing insurance
- Working with computers

Smith Family Dentistry, Dallas, TX February 2007- September 2007

- Seat and prepare patients
- Assist dentist in conducting forehanded chair side dentistry procedures
- Maintained and prepared treatment rooms
- Set up trays for procedures
- Ability to fabricate bleach trays
- Take and pour up alginate impressions
- Sterilize instruments using autoclaves and chemical disinfectants to maintain accepted standards
- Take and mount FMX
- Ability to make and seat temporary crowns
- Maintained inventory of all dental supplies

McNew Dentistry, Rockwall, TX August 2006- January 2007

- Sterilization and infection control
- CPR Certification
- Assist Dr. in patient treatment
- Preparation for IC, RAD, and TDAS examinations required by the Texas State Board of Dental Examiners

References: Available upon request.
