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Grace Carter

Dental Office Assistant

I am a dedicated dental office assistant with experience in administrative support and patient care coordination. I excel in managing appointments, maintaining records, and supporting dental teams to ensure a smooth practice operation.

CONTACT

 (123) 456-7890

 grace.carter@example.com

 LinkedIn

 Atlanta, GA 30303

KEY SKILLS

- Administrative support
- Appointment coordination
- Record management
- Billing and insurance processing
- Patient communication

PROFESSIONAL EXPERIENCE

OFFICE ASSISTANT | SMILE BRIGHT DENTAL, ATLANTA, GA
JUNE 2021 – PRESENT

- Managed patient scheduling and maintained digital records, reducing wait times by 20%.
- Assisted with billing and insurance verification, streamlining office operations.

RECEPTIONIST/DENTAL ASSISTANT, | FAMILY DENTAL CARE, ATLANTA, GA
JANUARY 2019 – MAY 2021

- Coordinated front-desk activities, including patient intake and follow-up communications.
- Supported clinical staff with light dental assisting tasks as needed.

EDUCATION

Associate Degree in Dental Assisting | Atlanta Technical College
Atlanta, GA | April 2019