

JH

# Justin Hill

## Dental Office Manager

Dedicated Dental Office Manager with six years of experience overseeing patient flow, billing, and team coordination in busy practices. Proven track record of improving office efficiency and patient satisfaction.



City, ST 12345



(123) 456-7890



email@example.com



LinkedIn | Portfolio

## PROFESSIONAL EXPERIENCE

DENTAL OFFICE MANAGER | BRIGHT SMILE DENTAL  
CITY, ST | MARCH 2019 – PRESENT

- Supervise front-desk operations and appointment scheduling for a 4-chair practice, reducing patient wait times by 25%
- Oversee billing, insurance claims, and patient statements, improving claim-approval rate from 85% to 95%
- Train and mentor a team of five receptionists and dental assistants on practice management software

OFFICE COORDINATOR | HAPPY TEETH PEDIATRICS  
CITY, ST | JUNE 2016 – FEBRUARY 2019

- Managed patient records and HIPAA compliance for 200+ pediatric patients
- Reorganized filing system, cutting retrieval time by 40%

## EDUCATION

- B.S. in Health Administration  
State University, City, ST | May 2016