



WILLIAM THOMPSON

Office Assistant

Boise, ID 12345 | (208) 555-0188 | devin.okafor@example.com

PROFILE

Recent business graduate with a year of part-time front-desk and clerical experience on campus. Comfortable in Google Workspace and Microsoft 365, calm with walk-in traffic, and happy to own the small recurring tasks that keep an office moving.

KEY SKILLS

- Google Workspace (Docs, Sheets, Calendar)
- Microsoft 365
- Front-desk check-in
- Phone screening and routing
- Data entry (90+ wpm typing)
- Dentrix
- Filing and records
- Cash handling and copy collection

PROFESSIONAL EXPERIENCE

Office Assistant (Part-Time)

Sagebrush Dental Partners, Boise, ID | 2023 to Present | 2023 - Present

- Check in roughly 70 patients per day across two hygienists and one dentist, verify insurance, and collect copays.
- Scan and file completed charts in Dentrix and follow up on missing signatures within 48 hours.
- Restocked exam-room supplies on a Tuesday/Friday schedule, ending a recurring complaint about empty gauze bins.
- Cover the phones during the lunch hour and book or reschedule about 25 appointments a week.

Student Office Aide

Boise State University, Dean of Students Office, Boise, ID | 2022 to 2023 | 2022 - 2023

- Greeted students at the front desk and routed walk-ins to the right advisor or case manager.
- Logged about 200 case intake forms per semester into the office's tracking spreadsheet.
- Sorted and distributed daily mail for a staff of nine and managed the shared printer supply order.

EDUCATION

Bachelor of Business Administration, Management, Boise State University, 2024