

Brian Scott

Secretary

Recent business graduate with two summers of front-desk and clerical work. Strong typing speed (78 WPM), comfortable with Google Workspace and Microsoft 365, and used to juggling phones, walk-ins, and filing at the same time.

 Tucson, AZ 12345

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KEY SKILLS

- Microsoft 365 and Google Workspace
- Typing: 78 WPM
- Dentrux and Calendly scheduling
- Phone and front-desk reception
- Filing and records management
- Cash handling and POS
- Vietnamese (fluent)

PROFESSIONAL EXPERIENCE

OFFICE ASSISTANT (PART-TIME) | SUNDIAL PEDIATRIC DENTISTRY, TUCSON, AZ
2023 – PRESENT

- Greet roughly 40 patients a day, verify insurance, and check them in on Dentrux.
- Schedule and confirm appointments for three providers; reduced no-shows after switching to two-day reminder texts.
- Scan and file patient charts, keeping records compliant with HIPAA storage rules.
- Take payments and post end-of-day deposits averaging \$3,150.

FRONT DESK INTERN | SAGUARO VALLEY CHAMBER OF COMMERCE, TUCSON, AZ
SUMMER 2022

- Answered member calls and walk-in questions about events, dues, and ribbon cuttings.
- Helped prep mailings, member packets, and name badges for monthly networking lunches.
- Updated the member directory in QuickBase, correcting 200+ outdated contact records.

EDUCATION

- Bachelor of Science, Business Administration, University of Arizona, 2023
- Microsoft Office Specialist: Word Associate, 2023