



Carol Lee

Office Administrator

Recent business graduate with two years of front-desk and student-office experience. Comfortable juggling phones, calendars, and walk-ins while keeping a friendly tone with everyone who walks in.

CONTACT INFORMATION

 (520) 555-0188
 devin.park@example.com
 Tucson, AZ 12345

KEY SKILLS

- Microsoft Office and Google Workspace
- Multi-line phone systems
- Dentrax and basic EHR navigation
- Calendar scheduling
- Customer service and visitor reception
- Supply ordering
- Data entry (50 WPM)
- Bilingual: English and Korean

PROFESSIONAL EXPERIENCE

Receptionist and Office Assistant | Saguaro Dental Group, Tucson, AZ
2023 - Present

- Greet roughly 70 patients per day, confirm insurance details, and route them to the correct provider chair.
- Manage the front-desk inbox and voicemail, returning routine messages within two hours.
- Order clinical and breakroom supplies on a weekly Amazon Business cart, keeping the budget under \$900 a month.
- Scan and file consent forms in Dentrax the same day they are signed.

Student Office Assistant | University of Arizona, Dean's Office, Tucson, AZ
2021 - 2023

- Staffed the front counter 20 hours per week, answering questions from students, parents, and faculty.
- Logged meeting notes for the Associate Dean and distributed action items by end of day.
- Helped plan two campus open houses, including signage, name tags, and check-in tables.

EDUCATION

B.S. Business Administration, University of Arizona, 2023