**[Front Desk Dental Hygienist](https://www.postjobfree.com/resume/adulmp/front-desk-dental-hygienist-rockville-md)**

**Location:**Rockville, MD

**Posted:**January 11, 2023

**Contact Info:**

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**Subject:**Response to your resume Front Desk Dental Hygienist

Message 

Job Description (optional) 



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**Resume:**

PROFILE

Determined and

hardworking dental

operations and regional

manager with ten years

of dental experience,

looking to continue to

expand my skill set while

using my clinical and

management/

consulting experience.

CONTACT ME

732-986-4509

astha\_0596@yahoo.com

WORK EXPIERENCE

NEW YORK UNIVERSITY - DENTAL HYGIENE 2018- 2020

PENNSYLVANIA STATE UNIVERSITY- BACHELORS IN BIOLOGY 2014-2017 ASTHA JOSHI

Royal Care Dental - Operations Manager January 2022- Present

•Increase overall revenue of practice, including production and collections with keeping expenses to a minimum

•Advise and come up with effective tactics to run the practice smoothly

•Effectively train/ manage the front desk and manage their daily tasks

•Accomplishing overall dental office manager duties including payroll, managing employees, hiring/ terminating staff, managing overall operations

•Point person for the owner/dentist to discuss any strategy, execute goals together

•High level manager to manage the overall practice while delegating appropriate tasks to the staff

•Doing a full analysis of the company, by analyzing daily, weekly monthly reports and coming up with marketing strategies to maximize production and reduce overhead costs. Dynamic Dental LLC - Regional Manager May 2021- Jan 2022

•Oversee front desk operations, manage patient scheduling and expedite patient flow through the practice

•Increasing percentage of collections, production, and overall office revenue.

•Doing a full analysis of the company, by analyzing daily, weekly monthly reports and coming up with marketing strategies to maximize production and reduce overhead costs.

•Analyzing overall yearly sales and increasing profit margin.

•Hold staff to highest standards of integrity by monitoring adherence to all federal, state and practice standards

Lakeside Dental- Dental Hygienist January 2021- May 2021

•Perform adult prophylaxis, periodontal maintenance and/or scaling and root planning on patients in a timely manner

•Examine patients by performing intra/extra oral examination, oral cancer screening, and periodontal probing,

•Instruct patient on oral hygiene and proper brushing/ flossing techniques. Heller and Associates – Dental Hygienist May 2020-December 2021

•Perform adult prophylaxis, periodontal maintenance and/or scaling and root planning on patients in a timely manner

•Examine patients by performing intra/extra oral examination, oral cancer screening, and periodontal probing,

•Oversee front desk operations, manage patient scheduling and expedite patient flow through the practice

•Plan, coordinate and implement dental care for patients based on individual requirements EDUCATION

LICENSURES

NEW YORK STATE DENTAL HYGIENE

NEW JERSEY STATE DENTAL HYGIENE

MARYLAND STATE DENTAL HYGIENE

NYS LOCAL ANESTHESIA/ NITROUS OXIDE CERTIFIED

CPR/AED CERTIFIED

CPR INSTRUCTOR

DYNAMIC DENTISTRY LLC BUSINESS LICENSE