**[Customer Service Dental Assistant](https://www.postjobfree.com/resume/adzmj7/customer-service-dental-germantown-md)**

**Location:**Germantown, MD

**Posted:**September 11, 2023

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**Resume:**

Sladjana Juresic

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SUMMARY

Detail-oriented, dedicated lifelong learner with ten years of experience in the dental field currently seeking opportunities in customer-service oriented administrative roles. Adaptable to evolving environments, and highly organized. Skilled in coordinating with various departments, resolving day-to-day challenges, and achieving organizational goals. Passionate about making a positive impact and delivering exceptional customer service.

EDUCATION

Montgomery College, Rockville, MD

Associate in Business Administration, expected May 2024

Concorde Career Institute, Orlando, FL

Dental Assistant Certificate, 2012

Dental Radiology License, 2012

EXPERIENCE

StarBrite Dental, Rockville, MD

Lab Manager and Dental Assistant, September 2017-present

Managed front office operations, including appointment scheduling and records management

Provide exceptional customer service, addressing patient inquires while providing positive office experiences

Collaborating with dental staff to optimize workflow, streamline administrative procceses, and enhance patient care

Rubenstein Dental, Rockville, MD

Dental Assistant, May 2013-August 2017

Assisted with dental procedures, patient care, and managed miscellaneous office tasks

Coordinated patient scheduling, prepared treatment rooms, assessed inventory levels

Supported front office operations including greeting patients anwering phone calls and handling in-person and online inquiries

Starbucks, Rockville, MD

Barista, June 2013-September 2017

Delivered outstanding customer service, prepared beverages, and maintained store cleanliness.

PMI Profesional Management, Leasing Agent

Receptionist, September 2009-August 2010

Conducted property tours, processed lease applications, and assisted with lease renewals

Maintained high occupancy rates through effective lead follow-up