

Cynthia Martin

Floral City, FL - Email me on Indeed: [indeed.com/r/Cynthia-Martin/5cbd2684436428e1](https://www.indeed.com/r/Cynthia-Martin/5cbd2684436428e1)

Professional, diligent detail-oriented dental office manager /front desk coordinator with a solid background in dentistry and customer service. Ten plus years as a chair side dental assistant.

WORK EXPERIENCE

Office Administrator

US Highway - Palm Harbor, FL - octombrie 2007 până la octombrie 2008

Practice Administrator

Assistant (temp position)

Christine Ferrier D.D.S - Palm Harbor, FL - decembrie 2005 până la martie 2006

Receptionist

Anthony Sebba M.D - Palm Harbor, FL - mai 2002 până la iunie 2004

Receptionist

Thomas Millman D.D.S - Dunedin, FL - decembrie 1997 până la martie 1999

Office Manager

Marc Sander D.D.S - Apollo Beach, FL - ianuarie 1990 până la iulie 1997

EDUCATION

Education

Florida College of Medical and Dental Careers

ADDITIONAL INFORMATION

Skills: Expanded functions dental assisting and Florida x-ray certified.

Management of patient records, insurance verification and filing, account receivable, dental software knowledge (Easy Dental and Dental Vision), appointment scheduling, excellent telephone and customer service, inventory control.