Good Afternoon,

My name is Daisy Roman,

I am interested in the position you currently have available for front desk.

My salary requirement is $18 per hour

Below is my resume. Thank you

                         DAISY ROMAN

               6931 Westmoreland Rd

               Falls Church, VA 22042

[(571) 206-7268](tel:(571)%20206-7268)

[daisyroman1264198@gmail.com](mailto:daisyroman1264198@gmail.com)

Objective:

To obtain a position utilizing my skills and interest to gain more experience and knowledge

Education:

Falls Church High School

7521Jaguar Trail

Falls Church, VA 22042

September 2010-June of 2014

Skills and Abilities:

Language: Fluent in English and Spanish

Communication: Able to communicate effectively with other individuals both verbally and in writing.

Organization: Making sure that everything is in order and neat

Volunteer Work:

Early Childhood Education September 2012-June 2013

(Preschool for kids with disabilities)

Early Childhood Career

Enhance child development knowledge

Gained experience working at an on-site SPED preschool

Create lesson plans

Circle time

Play time

Read aloud

Work Experience:

Front Desk Coordinator

Merrifield Smiles/Al-Karagholi Dentistry of Herndon

November 2015-Current

Checking patients in and out

Answering phone calls

Presenting treatment plans

Collect co pays

Verify insurance

Scheduling patients

Recall/unscheduled treatment calls

Submitted claims

Front Desk Coordinator

Pal Dental Group

July 2015 - November 2015

Verify insurance

Greet patients

Check patients in and out

Collect co-pays

Answering phone calls

Present treatment plans

Child polish, flossing, application of fluoride

Cleaning op rooms

Set up for cleanings

Front Desk Coordinator

Falls Church Pediatric Dental Center

March 2015- November 2015

Greet patients in a pleasant manner

Call insurance to verify patients benefits

Answering phone calls

Checking patients in and out

Scheduling patients

Presenting treatment plans

Keeping the waiting area nice and clean as well as the front desk

Scanning documents

Collect patients co-pays

Sent claims

Marketing

Financial Coordinator

Healthy Smiles Dental

August 2014-June 2015

Provide excellent service to every patient

Collect daily payments

Call insurances to verify patients benefits and eligibility

Check status of claims

Consult with patients about current treatment plan and prices

Assist with answering office phone calls, scheduling patients, and other front desk duties

              References for Daisy Roman

Dr. Roselyne Gichana [(703) 533-5511](tel:(703)%20533-5511)

Dentist

Falls Church Pediatric Dental Center

Dunia Doohi [(703) 204-0050](tel:(703)%20204-0050)

Office Manager

Merrifield Smiles/Al-Karagholi Dentistry of Herndon