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# ELIZABETH SOTO

SAN FRANCISCO, CA 94107

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## PROFESSIONAL SUMMARY

Experienced dental assistant with extensive knowledge of medical regulations and policies. Offers strong dedication to informed patient care, administrative excellence and confidentiality.

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## SKILLS

- Insurance claims
- Data entry
- Patient scheduling
- Case management
- CPR/First Aid Certified
- Local anesthetic proficiency
- Patient intake procedures
- Infection control proficiency

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## WORK HISTORY

### ALAMEDA ORAL SURGERY

*Oral Surgeon Assistant | San Francisco, CA | July 2016 - May 2019*

- Prepared and administered medications to alleviate patient symptoms
- Maintained detailed records of test results by entering data and patient information into computer
- Assisted with routine checks and diagnostic testing by collecting and processing specimens
- Enhanced patient outcomes by providing knowledgeable education on procedures, medications and other physician instructions

### DR.BEDROSSIAN

*Oral Surgeon Assistant | San Francisco, CA | January 2016 - June 2016*

- Taught patients about medications, procedures and care plan instructions
- Assisted with routine checks and diagnostic testing by collecting and processing specimens
- Supported duties for diagnostic and technical treatment procedures, such as setting up and operating special medical equipment and apparatus
- Updated inventory, expiration and vaccine logs to maintain current tracking documentation
- Sanitized, restocked and organized exam rooms and medical equipment

### FEDEX

*Driver | Stockton, CA | January 2013 - March 2016*

- Delivered goods and products to customer on time and in excellent condition
- Checked in with dispatch service to check on future appointments and update with current location
- Assessed vehicle after each shift for damage and kept it properly cleaned and maintained

- Managed product transitions from warehouse to customer site, loading and unloading in alignment with specifications
- Coordinated efficient merchandise loading and unloading to keep up with tight schedules

## ONTRACK

*Delivery Driver / Stockton, CA / January 2011 - January 2014*

- Completed rush deliveries on tight timetables to satisfy customer needs
  - Managed customer service issues with professionalism and analytical approaches to maintain satisfaction and promote continued brand loyalty
  - Updated dispatchers frequently to convey changes such as route issues or weather delays potentially impacting delivery schedules
  - Oversaw product loading to keep items balanced, work efficient and items secure for safe delivery
  - Recorded each delivery using proper paperwork before leaving warehouse
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## EDUCATION

VOCATIONAL SCHOOL Dental Assistant

Carrington College

*San Leandro, CA, 2014*

SOME COLLEGE (NO DEGREE) General Studies

College of Alameda

*Alameda, CA*