

LATAMBRIA SMITH

1555 Oakbrook St. Lancaster, TX 75134
latambriasmith@gmail.com | 469)223-3928

OBJECTIVE | My goal is to find an office to grow with and showcase my many years of administrative and clinical experience.

SKILLS & ABILITIES | 13yrs as a Registered Dental Assistant, 13yrs in Pediatric Dentistry 4yrs as Lead RDA, Operational Manager, Front Office Experience, CPR, General Anesthesia Assisting

EXPERIENCE | **FRONT OFFICE ADMINISTRATOR/LEAD RDA**
CHILDREN 1ST DENTAL AND SURGERY CENTER
JULY 2010 - PRESENT

Administrative Responsibilities: Created RDA Manual, 4 yr. Lead over Front Office and Back Office, Answer Phones, Treatment Plan Coordinator, Verify Insurance, Present Financial Options to Patients, Worked with Owners to Furnish, Open and Operate 4 Dental Surgery Centers, Hired and Trained New RDAs, Maintained RDA Logs and Equipment, Maintained a positive work environment and communications between front and back office.

Lead RDA Responsibilities: Chairside assisting, Assisted with all aspects of opening 3 new surgery centers, Completed Knowledge of all Pediatric Dental Procedures including but not limited to, SSC, Composite Fillings, Sealants, Extractions. Etc., Ordered Supplies, Lead Assistant, Digital X-rays, Ordered and Maintained Supplies, Worked with Open Dental and Eagle Soft

RDA

Kool Smiles Odessa

Sept 2008 -Feb 2009

Chairside Assisting, Hygiene Assistant

FRONT OFFICE/RDA

Franklin Dental Center

REFERENCES | Dr. John Gober
817)980-0298

Dr. Richard Martin
817)300- 9101

Dr. Hunter Stuart
817)692-3909

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