**Mysti Solomon**

212 Mimosa St

Ferris, Tx 75125

[Mysti7184@hotmail.com](mailto:Mysti7184@hotmail.com)

Phone: 903-602-6441

**Career Objectives:**

I am seeking a challenging position in an office where I can demonstrate my current skills, learn and perform new ones, provide career path growth potential based on my results and initiative.

**Education:**

TADA (Training Academy for Dental Assistants)-Ferris,TX 09/07-11/07

Navarro Community College Waxahachie, TX 08/03-05/06

Course of study, General Studies with Associate Degree

University of Texas at Arlington: Nursing Degree 08/18-Current

**Work Experience:**

**MG Family Dentistry-Corsicana 1/17-7/17**

Front Desk Associate

Responsible for all day to day duties included:

* Making sure office was clean and professional
* Greeting patients and checking them into computer system
* Verifying insurance for each patient
* Calling insurance companies to check on status of payments to office
* Answering daily phone calls
* Collecting monies due by the patients for treatment rendered
* Responsible for entering payment from insurance companies

**Dallas Surgical Arts- Dallas 7/16-11/2016**

Front Desk Associate

Responsible for all day to day duties included:

* Started each day with a morning meeting to make sure the staff knew what was happening for the day
* Answering daily phone calls
* Collecting monies due by the patients for treatment rendered
* Calling medical insurance companies to verify patient’s insurance benefits
* Created treatment plans for each patient for services needed
* Filing and scanning old files into current medical files on the computer
* Worked closely with doctor to make sure each patient received the care they needed.
* Marketed to other offices to obtain new patients

**Knox Village Dentistry and Orthodontics -Dallas, TX. 5/11/15-7/2016**

Front Desk Associate/Office Manager

Responsible for all day to day duties included:

* Started each day with a morning huddle to make sure the staff knew what was happening for the day
* Answering daily phone calls
* Collecting monies due by the patients for treatment rendered
* Calling insurance companies to verify patient’s insurance benefits
* Worked on aging reports to collect money from insurance companies.
* Payroll every other week and to make sure employees time sheets were correct
* Interviewing new employees.
* Worked closely with doctor to make sure each patient received the care they needed.

**Knox [[1]](#endnote-1)Park Dental Dr. Charles Williams –Dallas, TX 10/12-05-14**

Front Desk Associate:

Responsible for all day to day duties included:

* Checking patients in for scheduled appointments and non-scheduled appointments.
* Performed patient check out process, which consisted of accepting all payments and scheduling additional appointments.
* Answer daily phone calls
* verify patient insurance information
* Ensure all charts and consent forms along with treatments for the day are current and responsible for pulling patient charts for the following day.

**Knox Park Dental Dr. Charles Williams –Ferris, TX 01/08-09/09**

Front Desk Associate:

Responsible for all day to day duties included:

* Checking patients in for scheduled appointments and non-scheduled appointments.
* Performed patient check out process, which consisted of accepting all payments and scheduling additional appointments.
* Answer daily phone calls
* Verify patient insurance information.
* Ensure all charts and consent forms or the day are current and responsible for pulling patient charts for the following day.

**Knox Park Dental Dr. Charles Williams-Externship Dallas, TX 09/07-11/07**

* Received hands on training and experience assisting with dentists on day-to-day procedures that are relevant in the dental field.
* Responsible for seating patients and taking vitals
* learned many aspects of sterilization and was responsible for cleaning instruments and setting up different trays for each procedure.
* Assisted and observed composites, extractions, seals, and seating crowns, learned suctioning, took impressions
* Responsible for taking many different x-rays including periapical, bite-wing, anterior, fmx’s and panoramic x-rays.

**The Home Depot- Cedar Hill and Waxahachie, Tx 07/05-06/07**

Service Desk Associate

* Assisted with various aspects of customer sales, in person and over the phone
* Daily follow up on existing orders with customers and vendors,
* Ensured daily reports were worked and filed in appropriate location
* Troubleshoot and solved daily issues and problems
* Ensured proper display of merchandise on sales floor, prepared store for daily opening and closing duties, ensured daily maintenance and cleanliness
* Help come up with new ideas to drive sales.

**Office Max-Duncanville, TX 08/04-04/05**

Cashier

* Responsible for daily register till
* ensured accurate cash balancing
* customer engagement, during cash transactions
* recommended additional programs and products to customers
* answered phones
* communicated with management any issues or potential assets lost
* maintained a clean working environment.

**Computer Skills:**

Microsoft Word, Ms Word, Spreadsheets, Power Point, Internet Explorer, Outlook Express, Ms excel

**Accomplishments:**

Cpr certified, OSHA training

**References:**

Upon request

1. [↑](#endnote-ref-1)