



GEORGINA  
JONAS

## PROFILE

Front-end web developer leveraging healthcare, arts and beauty background to build a more intuitive user experience on the web. Currently earning a certificate in full stack development from Carleton University in Ottawa, with newly developed skills in JavaScript, CSS, and responsive web design. Known as an innovative problem solver passionate about developing apps, with a focus on mobile-first design and development. With each project, my aim is to best engage my audience for an impactful user experience. I'm excited to leverage my skills as part of a fast-paced, quality-driven team to build better experiences on the web.

## CONTACT

PHONE:  
613-262-9566

LINKEDIN:  
[www.linkedin.com/in/georgina-jonas-1796531b3](https://www.linkedin.com/in/georgina-jonas-1796531b3)

EMAIL:  
[ginajonas7@gmail.com](mailto:ginajonas7@gmail.com)

GitHub Profile:  
<https://github.com/ginajonas>

## ACTIVITIES AND INTERESTS

Arts  
Design  
Fashion  
Great food  
Travel  
Volunteering

## WORK EXPERIENCE

### Freelance Web Developer

Jonas Web Design and Development  
2020-present

- Conceptualizing creative ideas with clients
- Testing and improving the design of the website
- Establishing design guidelines, standards, and best practices
- Designing visual imagery for websites and ensuring that they are in line with branding for clients
- Working with different content management systems
- Communicating design ideas using user flows, process flows, site maps and wireframes
- Incorporating functionalities and features into websites
- Designing sample pages including colors and fonts
- Preparing design plans and presenting the website structure

Solid written and verbal communicator  
Create websites for clients based on their needs and specifications with great attention to details. Sketching basic concepts, creating draft websites, and making revisions as requested by the client.

### Dental Assistant and Front Office Receptionist Dr. John Martins/Dr. Patricia Prud'homme, Ottawa 2017-Present

- verify and update patient information
- inform patients of dental office procedures and policy
- move patients through appointments as scheduled
- enter all relevant patient information into data system
- maintain and manage patient records in compliance with privacy and security regulations
- schedule patient appointments
- confirm upcoming appointments and recalls according to office protocol
- check daily appointment schedule
- arrange patient charts for next day appointments
- fill in cancellations and no-shows
- organize referrals to other medical specialists
- collect and receipt payments from patients at time of treatment
- inform patients of financial treatment plan options
- arrange payment schedule with patients
- prepare and mail billing statements
- prepare claim forms for dental insurance
- safeguard patient privacy and confidentiality
- answer and manage incoming calls
- Prepare patients for dental examination and treatments
- Knowing and using dental procedure
- Training
- Preparing patient and treatment rooms and understand individual needs
- Chair side assisting during procedure (setting up and caring for patient with nitrous oxide) (implants, fillings, crowns, orthodontics,)
- Taking impressions and poring

- Taking X-rays
- Updating patients charts and handling dental charting
- Preparing the case for the lab (crown, night guard, implant, orthodontics, denture, surgeries)
- Order dental and office supplies
- Advise patients on oral hygiene
- charting

Solid written and verbal communicator  
 Improve new staff performance through training, attention to detail and empathetic problem-solving methods. Inventory and order business supplies. Responsible for guest billing and settling payments. Admin tasks as needed including bookings, check-ins, answering phones and responding to email.

### **Dental Assistant and Front Office Receptionist**

#### **Alinea Dental, Ottawa**

2017–2017

- verify and update patient information
- inform patients of dental office procedures and policy
- move patients through appointments as scheduled
- enter all relevant patient information into data system
- maintain and manage patient records in compliance with privacy and security regulations
- schedule patient appointments
- confirm upcoming appointments and recalls according to office protocol
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**Dental Assistant**  
**Beautiful Smile, Ottawa**  
2014–2016

- Prepare patients for dental examination and treatments
- Knowing and using dental procedure
- Preparing patient and treatment rooms and understand individual needs
- Chair side assisting during procedure (setting up and caring for patient with nitrous oxide) (implants, fillings, crowns, orthodontics,)
- Taking impressions and poring
- Taking X-rays
- Updating patients charts and handling dental charting
- Preparing the case for the lab (crown, night guard, implant, orthodontics, denture, surgeries)
- Order dental and office supplies
- Advise patients on oral hygiene
- Charting

Solid written and verbal communicator  
Improve new staff performance through training, attention to detail and empathetic problem-solving methods. Inventory and order business supplies.

## **EDUCATION**

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**Carleton University**  
Web Development Full Stack Flex  
2021

**Trillium College**  
2010  
Intra-oral Dental Assistant Level 1&2 certified

**West End Academies**  
2004  
Certificate program in make-up application

## **KEY SKILLS AND CHARACTERISTICS**

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- Fluent in English, Hungarian
- Able to develop, maintain, and strengthen business relationships with clients.
- Manage problems and abilities to analyze
- Great at managing time with tight deadlines
- Friendly, courteous, and service oriented
- Poised under pressure
- Solid written and verbal communicator