

THERESA EATHERLY

administrative assistant, RDA

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EDUCATION

DENTAL STAFF
SCHOOL OF TN
REGISTERED
DENTAL
ASSISTANT
2015

AQUINAS COLLEGE
BUSINESS
MANAGEMENT
2003

ABILITIES

COMMUNICATION
LEADERSHIP
TIME MANAGEMENT
PLANNING &
ORGANIZING
REASONING &
PROBLEM SOLVING

SKILLS

MICROSOFT OFFICE
SUITE:
EXCEL
WORD
OUTLOOK
POWERPOINT

WORK EXPERIENCE

ANDERSON AND DITCHARO ORTHODONTICS
REGISTERED DENTAL ASSISTANT
2016- CURRENT

Manages the schedule of patients to control patient flow for doctors and fellow assistants

Greets patients and schedules for proper appointments, gathers basic patient demographics, and imports into paperless data system

Utilizes OrthoTrac as CRM tool for patient information

Verifies insurance coverage and benefits for treatment, and drafts financial contracts to present to patients according to treatment type and length

Acts as liaison between orthodontists and general dentists, oral surgeons, and other dental specialists, regarding future and current treatment of patients

PHARMA-SEARCH PARTNERS
GLOBAL EXECUTIVE SEARCH CONSULTANT
2007-2009

Reviewed resumes of individuals in the field of Biomedical Pharmaceutical Sciences to find qualified persons for third party pharmaceutical companies

Maintained database of confidential candidate information via Excel

Conducted pre-screen interviews of potential prospects before submitting credentials

MICHAEL BETTS AND ASSOCIATES
MARKETING RESEARCH ANALYST
2004-2005

Provided dependable information for senior management to make effective decisions on the design, endorsement, and pricing of products & services for clients

Designed and built marketing packages

Gauged client satisfaction by assessing visual appearance and brand alongside business development team

Created excel formulas through Excel and converted data into alternate application per senior management