Please write a recommendation letter to Mathew Jackson. He worked in administration and dental assisting at Family Dental Clinic. Please see lists of tasks Mathew fulfilled to help in writing a recommendation letter. Mathew is applying to Howard University Master’s program in management. Please have the letter be as descriptive as possible and to assist Mathew in getting accepted. Do not hesitate to contact me if you have any questions.

The following is a list Mathew did:

* Assessed risks of the clinic’s operations and tested applicable controls to ensure risks were appropriately mitigated to keep patients safe
* ▪Charted and analyzed patient treatments in a high-pressure environment, while also providing financial breakdowns for patients to better  understand the procedures, resulting in high customer satisfaction
* ▪Consulted with patients, which helped with a better understanding of their needs, and assisted doctors with dental restoration procedures
* ▪Managed patient records and was responsible for patient confidentiality, including filing sensitive patient information on a partner’s web  portal and forwarding the information to the appropriate and relevant firms
* ▪Evaluated and assessed the needs of the clinic, from dental equipment to office supplies, while frequently consulting with the doctor