

Natalie Tang

📍 Dallas, TX ✉ natalietang77@gmail.com in LinkedIn 🐙 Github

🎓 EDUCATION

University of North Texas, Bachelor of Arts, Biology
Minors: Chemistry, Business Foundations

Aug 2019 – May 2022

📁 PROFESSIONAL EXPERIENCE

Main Dentistry, Registered Dental Assistant

Jun 2022 – Jul 2022

- **Developed** and **executed** back-office systems
- Analyzed and interpreted in a **fast-paced** environment

Infinity Dental, Front Office Receptionist, RDA

Dec 2020 – Jan 2022

- Handled a **wide range** of office activities from **managing** appointments to **assisting** the family dentist with routine cleaning and specialized procedures
- Trained **3+** prospective students to be dental assistants

Kirin Court Restaurant, Sales Associate, Host

Jul 2018 – Jan 2021

- Proactively **interacted** with customers to recommend products that best suit their tastes and interests, achieving a more than **98%** in customer satisfaction rate
- Organized 100+ seating/arrangements of tables to **accommodate** customer needs

🏠 ORGANIZATIONS & LEADERSHIP

Vietnamese Student Association

- Participated in functions, took part in **philanthropic** activities
- Promoted culture awareness through **leadership** development and professionalism

Pre-Dental Society

- **Enhanced** social connections amongst others and overall as a community
- Provided weekly meetings to **assist** other aspiring dental students

Emerald Eagle Scholars, Science Success Project Leader

- Taught and practiced **healthy and efficient** academic habits
- **Connected** with students through campus resources and **engagement**
- **Built** a support network of peers, faculty, and staff

🧠 SKILLS & CERTIFICATIONS

Programming/Technical Skills:

HTML, Microsoft Suite, Photoshop

Languages:

English, Vietnamese

Soft Skills:

Adaptability, Time Management, Collaboration,
Productive, Fast-Paced, Customer-Facing

Certifications:

Registered Dental Assistant (RDA)
CPR/AED