Olga_Timbur

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[LinkedIn](#) | [GitHub](#)

RELEVANT SKILLS

- Microsoft Office Suite
- Office 365
- Zoom
- Microsoft Excel
- Google Docs

- HTML / CSS
- SQL
- GitHub
- JavaScript
- Management

- Project Coordination
- Customer Service
- Business Communication
- Critical Thinking
- Romanian

EXPERIENCE

Trevor Tshuchikawa DDS, Renton, WA   December 2019 - Present
Dental Assistant
- Schedule appointments, prepare bills, receive payments, and claim process
- Order and monitor dental supplies and equipment inventory
- Prepare patient, clean teeth using dental instruments, set up trays, prepare materials, or assist the dentist during the dental procedure
- Managed to train new people to increase the team and the office production

Bel-Red OMS, Bellevue, WA   August 2019 - February 2022
Dental Assistant
- Ability to utilize a friendly demeanor, develop organizational skills, and multitask effectively
- Provided support to surgeons and exceptional service to patients
- Collected accurate data regarding patient health history, the treatment necessary, and concerns which shortened half the time for doctor-patient conversation
- Proactively educated patients before and post-surgery on home care, pain management, and side effects
- Implemented a self-study program that enabled me to get DAANCE certified twice as fast

BECU, Seattle, WA
Teller   February 2019 - August 2019
- Processed safe deposits and loan payments for around 50 clients daily
- Handled all customer complaints and issues with highly professional courtesy
- Exited expectations in promoting bank products and services to new customers with sales over 40% on the monthly requirement

Washington Bank, Seattle, WA   February 2018 – February 2019
Teller
- Balanced currency, coins, and checks in cash drawers at the ends of shifts and calculated daily transactions with a balance of around $200,000
- Obtained and processed information required to provide services, such as opening accounts, savings plans, and purchasing bonds

EDUCATION

Year Up / Seattle Central College, Seattle, WA   March 2022 – Present
Year Up is an intensive, competitive technical training and career development program. The program includes college-level courses, professional training, and a six-month internship.

- Completed coursework in Software Development and Testing, Project Management, and Business Communications, with specialized training in Application Development, including HTML, CSS, and JavaScript

Pierce College, Puyallup, WA   January 2020 –August 2021
- Completed courses in English, Phycology, Chemistry, and Biology
- GPA 3.7

DAANCE, Seattle, WA   December -2021
- Completed Dental Anesthesia Assistant National Certification Examination, a 36h self-study material quiz to monitor and support pre-and post-operative care for patients under anesthesia

CERTIFICATIONS AND TRAINING

- Software Development and Testing Certification, Seattle Central College - March 2023
- DANCE Certification - December 2021