JEANIE LEE

1011 Fulton Ave #121•Sacramento Ca 95825 • (858) 276-1500• mykawaiiboutique@gmail.com

EXPERIENCE

HEALTHY IMPRESSION DENTAL GROUP, INC., Roseville, California

2013

Dental Office Administrator

• Accurately prepare daily schedule for private dental practice

• Effectively communicate with scheduling New Patients

• Coordinated schedule to accommodate patients as well as dental team

• Frequently investigate insurance and patient claims/accounts

• Investigate and maintain all dental aging reports

SHELDON CROSSING COMMERCIAL COMPLEX, Elk Grove, California

2008-2012

Property Manager

Collected accounts receivable directly to landlord from tenants on monthly basis

Effectively hired and managed companies and employees to maintain aesthetics of property

Coordinated promotional events with the complex tenants and the community

Accurately manage accounts receivable and payable reporting to landlords, accountants, attorneys

Report directly to CEO on a monthly basis on the status of tenants and business complex

ANDY& CINDY LUONG, D.D.S., West Sacramento, California

October 2006-2007

Dental Office Manager

• Efficiently prepare office for daily opening and closing punctually

• Effectively engineer scheduling utilizing the Dentisoft software in

a moderately paced family dental practice

• Coordinated treatment as well as payment arrangements in order to

accommodate patient and practice

• Precisely Managed all front office including accounts receivable and

post daily dental procedures and production

• Report directly to CEO on a monthly basis on the status of patient

and insurance aging reports

• Effectively investigated dental insurance claims and benefits to

gain maximum coverage

• Created, revised, formatted, and modernized outdated business/dental

forms initiatively

• Interviewed and managed dental front and back office

• Meticulously organized and ordered supplies for front as well

as back office

ALBERT KADOSH AND DAVID HO, D.D.S., A PROF. CORP., SF, California

2003-2005

Dental Business Administrator, Treatment Coordinator, & Accounts

• Certified in collections and Dental Business Administration through

continuing dental education

• Effectively engineer scheduling utilizing the Dentrix software in a

fast paced downtown cosmetic dental practice

• Coordinate payment arrangements for diagnosed treatment plans

with patients

• Accurately manage accounts receivable and post daily dental

procedures and production

• Report directly to CEO on a monthly basis on the status of patient

and insurance aging reports

• Initiatively investigated insurance claims and benefits to gain

maximum coverage

• Created, revised, formatted, and modernized outdated business/dental

forms initiatively

DEPARTMENT OF MANAGED HEALTHCARE, Sacramento, California

2001-2002

Business Administrator, Executive Assistant

• Effectively engineer scheduling for department and staff meetings

• Managed department security key systems

• Accurately manage accounts receivable for entire department supplies

and invoices

• Utilized excellent customer service in person and over the phone to

complete task

• Initiatively investigated insurance matters and claims to help

direct consumers

• Awarded “Most Organized” in the department

EDUCATION

CSUS, Sacramento, California

2007

BA

• Interests of studies emphasized in Business

SKILLS AND INTERESTS

• Proficient in Microsoft Word and Excel, Dentrix

and Eaglesoft, 60 wpm

• Interests include: Art, reading, writing, cooking