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| AP summary statement Results driven, motivational leader with a strong record of success. Self-motivated with high level of experience working on multiple projects. Passionate and hardworking with penchant for meeting deadlines. Interested in role with company promoting best practices. Skills Type 80 wpm, Word, Outlook, EMR, Medical knowledge and terminology, Medical insurance, great organization and time management, excellent oral and written communication, accepting and flexible to different situations. | |  | | --- | | Ashton Page4505 SAint John Ave | Kansas city, mo 64123 (816) 590-3626 |  Experiencesuccess consultant • eassist dental • 09/20-currentoffice manager • oak park family dental • 05/19-02/20 Managed a team of 13 people, insurance aging, entering insurance payments, checking patient’s insurance eligibility, scheduling patients, presenting treatment plans, etc. office manager • summit fair dental • 11/14–05/19 Managed a team of 15 people, assisted in dental procedures, filing insurance claims, collection calls, sorting and handling incoming mail, light cleaning duties, reading x-rays, etc. Educationdiploma • 2005 • valley view high school Blue Springs, MO general associate’s degree • currently attending • MCCKC Kansas City, MO professional references Mallory Franklin (913) 706-7819  Kaitlin Branch (270) 991-4391 |