



# TYANNE JENSEN

## BUSINESS PROFESSIONAL

### CONTACT



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30 W 100 N,  
Kaysville, UT 84037

### EDUCATION

- **UNIV. OF UTAH | '24-'25**  
Full Stack Software  
Development Bootcamp
- **EAGLE GATE COLLEGE | '14-'15**  
Associate Degree -  
Business and Accounting  
Dental Assisting Diploma
- **DAVIS HIGH SCHOOL | '09-'12**  
High School Diploma

### CERTIFICATIONS



**AMERICAN HEART  
ASSOCIATION | '24-'26**  
BLS



**PACIFIC DENTAL  
SERVICES | 2018**  
Train the Trainer  
Certification



**EAGLE GATE COLLEGE | '15**  
Dental Radiology

### SUMMARY

Self-motivated, experienced business professional. I possess a wide range of skills including but not limited to: training, management, analytics, and technological advancement. Additionally I have developed expertise in accounting and financial management, which enables me to support my team, patients, and office with a high level of accuracy and attention to detail. I am committed to creating a positive and supportive environment for everyone I work with. I truly believe that fostering a culture of acknowledgement and respect is essential to achieving success.

### JOB EXPERIENCE

#### 2020 - PRESENT

##### **BUSINESS OWNER - INTUITIVELY TY INC.**

Sole business owner of small business. Creates jewelry, prints, stickers, and digital journals. Responsible for all aspects of running and managing a business including but not limited to: creating business plans, developing marketing strategies, managing finances, creating new products and overseeing daily operations.

#### 2023-PRESENT

##### **OFFICE LEADER - PLATINUM DENTAL SERVICES**

Oversees the daily operations of a dental practice with 12 employees. Managed staff schedules, training and hiring of all employees, coordinating patient appointments, handling billing, and financial success of the office. Handling insurance claims, maintaining patient records, ensuring compliance with health regulations, providing excellent customer service, manage inventory, ensure smooth and compliant functioning of the office and empowering staff.

#### 2022-2023

##### **ACCOUNT MANAGER - TIM DAHLE AUTO GROUP**

Managed the financial aspects of three locations of a busy car dealership, with high level of accuracy and attention to detail. Recorded and processed financial AR/AP transactions to the ledger. Processed invoices, reconciled bank statements, and prepared financial reports such as balance and income sheets. Worked with external vendors i.e. insurance companies, financial institutions, and other car dealerships.

## REFERENCES



Dr. Ray Garner  
801-668-4950



Misha Morgan  
801-347-2478



Wil Ivie  
801-369-4604



Christie Euresti  
385-552-8083



Wendy Hoyne  
801244-6951

## SKILLS

- Team Building, Coaching, Training, Mentorship
- Computer Skills - Google Suite, Microsoft Office
- Analytics
- Inventory Management
- Scheduling
- Project Management
- Marketing
- Payroll
- Multitasking

## HOBBIES



Hiking, and the Outdoors



Concerts



Learning



Painting, Drawing, Crafting

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## JOB EXPERIENCE CONT.

2021-2022

### ADMINISTRATIVE ASSISTANT - METHOD DENTAL LAB

Completed administrative and clerical work including but not limited to: data entry with attention to detail to ensure accuracy, provided excellent customer service while answering phones and greeting walk in customers. Developed a system to maintain files and orders in an organized and efficient way, prepared daily reports of drivers routes for the day, and where cases were in the fabrication process. Coordinated with all departments to make sure products were going out in a timely manner.

2020-2021

### ASSISTANT OFFICE LEADER - FARMINGTON DENTAL GROUP

Provided essential support for the daily operations of the office and assisted in managing staff schedules, answered phones, and greeted patients. Maintained patient accounts and balances. Worked closely with the office manager and the dental professionals to ensure accurate dental records. Managed office inventory, ordering supplies, overseeing maintenance and repairs of office equipments.

2015-2020

### REGIONAL BACK OFFICE AND ORTHO TRAINER UT/ID - PACIFIC DENTAL SERVICES

Successfully completed training at HQ to host training workshops for all new and current back-office employees. Classes were: Infection Control, Patients for Life, Lead Assistant Fundamentals, Intro to Cerec, Technology Overview, and Xray Fundamentals. Conducted quarterly OSHA reviews for 7 offices in UT - ensuring and maintaining quality standards. Assisted two offices in ID via Zoom calls weekly and visited quarterly. Lead Assistant for main office in Centerville, creating schedules for 12 employees. Maintained a healthy schedule of patients to ensure adequate time for treatment and room preparations. Assisted traveling specialty Dr.'s working in Orthodontics, Periodontics, and Oral Surgery. Extensive knowledge in all products used in all fields of dentistry. Maintained inventory, ordering and back-office budgeting for main offices. Worked with new dentists in region, coaching on how to utilize our technology, products, and how to effectively work with an assistant.