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## Dental Administrator Resume

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### Job Objective

Looking for work in this field with the position as a Dental Administrator in order to practice my learned skills.

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### Highlights of Qualifications:

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- In-depth knowledge of dental terminology
  - Working knowledge of Sterilizes and disinfects instruments
  - Familiarity with OSHA, Dental Board, and WDS policies and procedures
  - Ability to regularly check on the oral health care of the patients
  - Ability to record medical and dental histories and vital signs of patient
  - Sound knowledge of the dental and lean method
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### Professional Experience:

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Dental Administrator, November 2007 – Present  
Texoma Smile, Providence, RI

- Administered the operational activities of the dental centers in the region.
- Collaborated with the various medical clinics and hospital to get regular checks on the oral health care of the patients.
- Responded to the customer complaints and inquires through telephone and by email.
- Assisted the Dental Division Development and Planning Administrator in preparing budgets and providing excellent service to the customer.

Dental Administrator, December 2001 – October 2007  
Califronia Smile Design Dental, Providence, RI

- Maintained the client records and modified them when required.
  - Prepared records of the member enrollments.
  - Updated the services in accordance to the regulations of the insurance policy of the individual patients.
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### Education:

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Bachelor's Degree in Health Sciences, Adelphi University, Garden City, NY

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