**Jason S. Roberts**

2400 Courtright Street

Williston, ND 58801

Phone: 701-572-1713

Email: jsroberts@freemail.com

**Career Objective:**

Looking for a dental administrator position with "Dr. Hopkins Dental Clinic," and support in clerical duties and accounts receivable activities.

**Summary of Skills:**

* Comprehensive knowledge of dental terminology, practices and procedures
* Knowledge of general bookkeeping and accounting procedures
* Excellent phone etiquette with good management skills
* In-depth knowledge of insurance and financial services
* Possess strong managerial, interpersonal and communication skills
* Knowledge of handling clerical and administrative tasks pertaining to dental service
* Ability to handle multiple tasks and manage patient care systems
* Familiar with operating systems like Word processor, Spreadsheet and the Internet

**Work Experience:**

Dental Administrator

Smith's Dental Care, Williston, ND

October 2014 - Present

* Scheduling appointments and reminding patients of return dates
* Gathering information like patient histories, insurance claims and medical records before patients arrive
* Responding to phone calls, emails, and customers' queries with focus in timely manner
* Maintaining patient histories, keeping clinical records up-to-date and settling billing information
* Preparing insurance claims and maintaining the facility by arranging cleaning and equipment repairs
* Providing information on various types of oral care service to visiting patients

Dental Administrator

Mills Dental Clinic, Williston, ND

February 2013 - September 2014

* Answered phone calls and greeted patients and visitors in a friendly manner
* Scheduled appointments and gathered insurance information
* Collected, verified, and filed patients' health records
* Handled administrative tasks and ordering and maintaining of office supplies
* Confirmed patient appointments and sent them a reminders through emails and SMS
* Provided education to patients on oral care and taking dental care at home

**Education:**

* High School Diploma  
  St. Patrick School, Williston, ND  
  2012

**Reference:**

On request.