

## Summary

My name is Janee Linscott. I'm 33 years old and looking forward to take a position of Lead Registered Dental Assistant in your company. I'm certified in . With over 9 years of experience in Superior working knowledge of dental procedures and terminology and Knowledge of billing and insurance. .

# Linscott Janee

## Lead Registered Dental Assistant

## Expirience

### Lead Registered Dental Assistant 2017 to Present Boyland Hospital , Carthage, NY

- Instruct students in classes and participate in college service activities as assigned by the immediate supervisor
- Perform functions in accordance with the applicable state's Dental Auxiliaries Table of Permitted Duties
- Inform & answer patient's &/or parent's questions regarding care & service provided as directed by provider
- Must be attentive listeners who constructively address problems, suggestions & issues
- Manages and assists designated office team members with appropriate payment and insurance processes
- Design curriculum and instruct in a variety of non-traditional formats to meet student and business needs

### Lead Dental Assistant 2015 – 2017 Millstone City Hospital , Halstead, KS

- Continually works towards building and sustaining a joined leadership work environment with doctors
- Review health questionnaire with patient & notify provider of reported conditions that could affect treatment
- Certified Dental Assistant, licensed or in process of licensure by the State of New York
- Manages and assists designated office team members with appropriate payment and insurance processes
- This post requires even-tempered analytics that can render appropriate decisions & practical solutions

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Bayport, NY 44394

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## Skills

- Superior working knowledge of dental procedures and terminology
- Knowledge of billing and insurance
- Familiarity with Microsoft applications

## Reference

### Swopshire Danielle

Head of Healthcare  
Boyland Hospital

📞 712-962-2889

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### Kemmler Ming

Head of Healthcare  
Millstone City Hospital

📞 434-942-5376

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**Dental Assistant**  
**Comple City Hospital , Adams Run, SC**

2014 – 2015

- Instruct students in classes and participate in college service activities as assigned by the immediate supervisor
- Continually works towards building and sustaining a joined leadership work environment with doctors
- Manages and assists designated office team members with appropriate payment and insurance processes
- Certified Dental Assistant, licensed or in process of licensure by the State of New York
- This post requires even-tempered analytics that can render appropriate decisions & practical solutions

**Dental Assistant, SDM Dental Health Center**  
**Chesapeake City Hospital , King, NC**

2012 – 2014

- Inform & answer patient's &/or parent's questions regarding care & service provided as directed by provider
- Certified Dental Assistant, licensed or in process of licensure by the State of New York
- Able to provide infection control/sterilization in accordance with the industry standards
- Continually works towards building and sustaining a joined leadership work environment with doctors

**Registered Dental Assistant**  
**Formurchae Medic , Spicewood, TX**

2010 – 2012

- Instruct students in classes and participate in college service activities as assigned by the immediate supervisor
- Inform & answer patient's &/or parent's questions regarding care & service provided as directed by provider
- Present instruments and materials to dentists and keep patients' mouths dry and clear by using suction or other devices
- Design curriculum and instruct in a variety of non-traditional formats to meet student and business needs

## Education

**Degree in Healthcare specialisation**  
**University of Narvon, PA**

2006 – 2010