

Lexington Stapel

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OBJECTIVES

- Obtain a job at Central Utah Clinic to utilize my skills such as: communication ability with customers and co-workers, using my computer knowledge, answering and directing calls, multi-tasking, taking payments, scheduling appointments and providing a positive face for the company.

KEY SKILLS

- Responsible and mature
- Work well in team settings and stressful situations
- Self-motivated
- Excellent communication skills
- Familiar with scheduling, database, and medical records software
- Highly ethical

WORK HISTORY

Dental receptionist | [A Perfect Smile](#)

March 2010 – August 2011

- Worked with my co workers to provide an excellent friendly environment for our patients
- Organized medical records in alphabetical order
- Scheduled appointments
- Took care of all the billing to insurances
- Assisted dentist in procedures when help was needed.
- Checked up on patients a couple of days after big operations to make sure they were still doing alright.
- Resolved customer complaints
- Answered patients' questions about our policy and procedures
- Ensured a clean and orderly waiting room, office desk, laboratory rooms, and bathroom.

