

# Brenda Storz-Barekman

2935 W Maplewood St Apt C105

Springfield, Mo 65807

417-209-5092

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## Career overview:

Enthusiastic Dental Assistant\Front Desk Coordinator with excellent patient skills and dedicated work ethics, Demonstrated Multi Office Skills\Dental Assistant with Fillings, Crown & bridge preps, Extractions, Root Canals, Alginate impressions, in a very busy Dental Office working with diverse populations.

## Skills:

Front Office Duties: Scheduling Coordinator which included Scheduling all New and existing patients, Answering a very busy phone lines, Checking patients in\out, Insurance verification, Accepting payments, Posting payments, Deposits, Familiar with most computer systems Dentrax, Softdent, Eaglesoft , Fax machine, 10 key, Preparing charts for next day.

Back Office: Sterilization procedures, Amalgam & Composite fillings, Crown & Bridge preps, Extractions, Root canals, Alginate impressions, Night guards, Temporary Crowns, Xray, Prophy, Perio charting.

Core Accomplishments:

- .Working in a Dental Office for 19 years
- .The fulfillment of changing smiles
- .Working as a team player
- .Great work ethics
- .Positive attitude
- .Always willing to learn new skills

References:

Laurie McCroskey

417-619-4156

Coworker\Office manager at Mckowen Family Dental

Sherry Mitchell

417-380-2973

Coworker at Dentures & Dental Services

Kelly Meyer

417-225-8811

Coworker at Dentures & Dental Services/McKowen Family Dental