

Sue Tujetsch-Miller
5653 S. Kimbrough Avenue
Springfield, MO 65810
417-496-7432

EDUCATION

Bachelor of Arts Degree – May 1986
University of Northern Iowa, Cedar Falls, IA

Associate Applied Science Degree – May 1984
Hawkeye Community College, Waterloo, IA
Dental Hygiene

WORK EXPERIENCE

Administrative Assistant – Republic Physical Therapy and Rehab, Republic, MO
March 2012-Present

Assist Physical Therapist in tracking timed treatment procedures, prepare hot and cold packs for therapeutic use, assist patients with exercises, standard operating procedures including patient appointments, insurance verification and benefits and patient billing.

Dental Hygienist – Dr. Joseph Kofron, Nixa, MO
December 2011 – temporary work

Dental Hygienist – Dr. Matthew Stunkel, Springfield, MO
February – April 2011 – temporary work

Dental Hygienist- Dr. David Ukena, Springfield, MO
October 2008 – December 2008 – temporary work

Accounting – Dr. Mary A. Tujetsch, Chicago, IL
1996 -2008
Office accounting and patient billing

Dental Hygienist – Dr. Michael Miller, Broken Arrow, OK
May-June 1997 temporary work

Dental Hygienist – Dr. Gordon Peterson, Cedar Rapids, IA
July 1991-October 1993

Helped initiate and implement a soft tissue management program in a preventive oriented dental practice. Performed oral prophylaxis, root planing, radiographs, sealants and other dental hygiene procedures requested by dentist. Helped initiate OSHA guidelines and procedures for the entire office.

Dental Hygienist – Dr. Paul R. Willy, Waterloo, IA
October 1987-May 1991

Helped initiate and implement a soft tissue management program in a preventive oriented dental practice. Performed oral prophylaxis, root planing, radiographs, sealants, and other dental hygiene procedures requested by dentist.

REFERENCES AVAILABLE UPON REQUEST