



LAUREN GREEN

2002 S. 11th Avenue, Ozark, MO 65721
(417) 234-1204

OBJECTIVE

Experienced professional with excellent skills in communication, management, organization and conflict resolution. Seeking employment in dental office.

EXPERIENCE AND SKILLS

Dental Office Receptionist and Treatment Plan Coordinator. Developed strong patient relations by providing the highest level of customer service. Responsible for patient scheduling, billing and collections. Prepared and processed insurance claims electronically; sent attachments with insurance claims. Put together treatment plans with insurance and patient estimates. Coordinated office community service and all events, vast knowledge in insurance, helped families with Care Credit applications. I have 8 years experience in my position while working with Dentrix software and Dexis Imaging.

EDUCATION

January '08 – October '08 Vatterott College, Springfield, MO. Obtained certificates of Basic Skills, Nitros Oxide, and Registered Dental Assistant. Diploma received on November 2, 2008

EMPLOYMENT

Fall '08 -Fall '16

Smile Zone, Springfield, Missouri. Receptionist and Treatment Plan Coordinator

Spring '06 - Summer '08

The Goddard School, Springfield, Missouri. Lead Teacher

Summer '05- Spring '06

La Petite Academy, Springfield, Missouri. Lead Teacher

ACADEMIC ACHIEVEMENTS

Deans List 3.96 grade point average

COMMUNITY SERVICE

Impact 100 Ozark Women's Philanthropic Group

Volunteer with Mercy Ronald McDonald House

Down Syndrome Group of the Ozarks

REFERENCES

Jackie Barger
Children's Smile Center
601 N 21st St
Ozark, Mo 65721
(417) 818-5718

Caitlin Stenlake
508 N. Pine Ave
Republic, Mo 65738
(417) 838-6915

Carrie Burke
Children's Smile Center
601 N 21st St.
Ozark, Mo 65721
(417) 294-4441