



PROFESSIONAL SUMMARY

Dental paraprofessional with years of experience in optimizing patient care and practice operations through innovative digital record systems and streamlined workflows. Demonstrates expertise in healthcare compliance and patient advocacy, enhancing patient satisfaction and operational efficiency. Passionate about advancing healthcare delivery through collaborative team efforts and continuous process improvement.

EMPLOYMENT HISTORY

AUG 2024

Dental Paraprofessional, Arthur Lawrence, Houston, TX (Remote)

- Provided comprehensive dental care support while maintaining detailed patient records and coordinating with dental professionals to ensure optimal treatment outcomes
- Managed scheduling, sterilization protocols, and inventory control while assisting in dental procedures and maintaining compliance with safety standards
- Facilitated seamless communication between patients and dental staff, ensuring clear understanding of procedures and fostering a comfortable environment

NOV 2023

Lead Patient Care Coordinator, Hero Practice Services, Glendale, CA

- Lead patient care coordination across multiple practices, streamline scheduling workflows, and implement efficient communication protocols to enhance service delivery
- Orchestrate cross-functional team operations, mentor staff members, and maintain high standards of patient care while optimizing resource allocation
- Analyze patient flow patterns, develop data-driven solutions for bottlenecks, and establish performance metrics to improve operational efficiency

JUN 2022

Team Member, Zankou Chicken, Glendale, CA

- Delivered exceptional customer service while managing food preparation and order accuracy, fostering positive guest experiences and maintaining high quality standards
- · Maintained strict food safety protocols and cleanliness standards, ensuring compliance with health regulations while coordinating with kitchen staff
- Worked effectively in fast-paced team environment, supporting colleagues during peak hours and contributing to improved service efficiency

EDUCATION

JUN 2022

High School Diploma, Hoover High School, Glendale, CA

LANGUAGES

English

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Persian

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Armenian

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Russian

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REFERENCES

Dr.Gregory Marchese

HERO PRACTICE SERVICES

☑ Dr.Gregory website ~ marchesedmd.com

S 3233320204

Daniel

ZANKOU CHICKEN

& 8183959224

Dr.Christine Armenian

☑ info@littlewonderdentistry.com

HERO PRACTICE SERVICES

☑ website ~https://zankouchicken.com/contact/

& 8182449627

Anny

ARTHUR LAWRENCE

☑ anny@arthurlawrence.net

& 8324768696