



Clairra Migl

ORTHODONTIC TREATMENT COORDINATOR

CONTACT

Clairra Migl

Ccrim17@yahoo.com
(979)-505 -0694

EDUCATION

Blinn College – Associates of Arts and Sciences in Accounting

SKILLS

- ✓ Excellent Customer Service & Communication
- ✓ Scheduling & Coordination
- ✓ Proficiency in DOX & Open Dental
- ✓ Adaptability in Fast-Paced Environments
- ✓ Patient Relations & Office Administration
- ✓ Microsoft Office (Word, Excel, Outlook, PowerPoint)
- ✓ Foster positivity and team engagement.

RELATED EXPERIENCE

ORTHODONTIC TREATMENT COORDINATOR

Pediatric Dental Professionals/Capital Family Orthodontics
| **Aug. 2020-Oct. 2025**

- Served as the primary point of contact for patients, providing excellent customer service and support throughout their orthodontic journey.
- Explained treatment plans and assisted patients with scheduling and financial arrangements.
- Collaborate with the orthodontist and staff to ensure smooth daily operations.
- Assisted orthodontic assistants with daily tasks to help their day flow more easily.
- Maintained daily and monthly reports.
- Recognized for maintaining positivity and encouraging team spirit, even during challenging periods.

TEAM LEAD

Schulenburg Family Fitness Center & Rehabilitation
| **Dec. 2018 – Aug. 2020**

- Supported the manager in daily operations of the fitness center and provided guidance to staff, ensuring a positive member experience.

PROFESSIONAL REFERENCES

Risa Enriquez

Manager at Pediatric Dental Professionals / Capital Family Orthodontics

Cell: (512) 818 - 0740

Dr. Stephen Robirds

Board Certified Orthodontist

Cell: (512) 743 - 3785

Suzanne Pratte

Orthodontic Assistant / Administration

Cell: (512) 426 -9582

Laura Rinehart

Dental Hygienist / Creator of Platypus Flossers

Cell: (512) 944 -3322

Janita Hurndon

Insurance Coordinator / Administration

Cell: (512) 216 - 3231