

Julieann Tennison

San Antonio, TX
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Professional Summary

Motivated and organized professional with strong communication and customer service skills. Experienced in administrative duties, patient interactions, and multitasking in fast-paced office environments. Dedicated to creating a positive and efficient experience for clients and team members.

Work Experience

Front Desk Receptionist — Perry Dental Health

San Antonio, TX | June 2024 – Present

- Greet patients warmly and create a welcoming environment.
- Check patients in and out for appointments efficiently.
- Answer phones, return calls, and handle inquiries professionally.
- Communicate clearly with patients about treatment, billing, and scheduling.
- Manage patient concerns or complaints respectfully and efficiently.

Education

Judson Learning Academy — Diploma, 2024

San Antonio, TX

Skills

- Strong Communication
- Organization
- Adaptability
- Teamwork
- Work Ethic

Certifications

- CPR Certified