

Rachel Martinez

Austin, TX 78748

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Authorized to work in the US for any employer

Work Experience

Front Desk Receptionist

The Honest Tooth-Austin, TX

February 2024 to Present

Dental Assistant

Blunn creek family dentistry-Austin, TX

October 2022 to June 2023

Chair side assisting, check in/out patients, scheduling, collect payments, sterilizing, setting trays, cleaning rooms, answering phones, taking x-rays, treatment planning, insurance verification.

Front Desk Receptionist

Lakecreek family dental & orthodontics-Austin, TX

November 2021 to September 2022

Insurance verification, answering phones, scheduling, collecting payments, seating patients, emails etc.

Office Manager/Dental Assistant

Aviva dentalcare

April 2018 to March 2020

Treatment plans, assist with dental procedures, confirm appointments, schedule appointments, EOB's, claims, collect payments, check in/check out patients, verify insurance, insurance breakdowns, take x-rays, sterilize/pack instruments, present treatment plans, clean, take out trash, answering calls/office duties, sealants, polishing, marketing.

Sales Associate

Cindie's Lingerie-Austin, TX

August 2017 to April 2018

Stocking, ordering, cashier.

Receptionist/Administrative Assistant

Avenue Dental-Austin, TX

June 2014 to July 2017

Checking in/out patients, verifying insurances, answering phones, seating patients, checking eligibility, fixed fee schedules, treatment plans, worked on EOB's, sterilize tools, set up the room for next patient.

Barista/Cashier

Starbucks-Austin, TX

August 2013 to 2014

Certified barista, cashier, stocking, ordering, cleaning.

Education

Dental college in Dental Assistant

Altierus college

August 2017 to April 2018

diploma

akins high school - Austin, TX

2007 to 2010

Skills

- Filing
- Scheduling
- Receptionist
- Data Entry
- Customer Service Skills
- Data Entry
- Filing
- Microsoft
- Microsoft Word
- Receptionist
- Scheduling
- Dental Assisting
- Sterilization
- Dental Office Experience
- Infection Control Training
- Inventory
- Dental Receptionist
- Chairside Assisting
- Laboratory Experience
- Medical Imaging
- Dentrax
- Eaglesoft
- Medical Scheduling
- HIPAA
- POS
- Office Management
- Insurance Verification
- Customer service
- Customer service

- Front desk
- HIPAA
- Office management
- Cash register
- Barista experience
- Marketing
- Laboratory experience
- Sales
- Cash handling
- Retail sales
- Driving
- Supervising experience
- Merchandising
- Childcare
- Medical terminology
- Dental receptionist
- Insurance verification
- Dental office experience
- Cleaning
- Dentrux
- Eaglesoft
- Dental assisting
- Chairside assisting
- Delivery driver experience
- Infection control
- Computer skills
- Office experience
- Clerical experience
- Communication skills
- Basic math
- Retail math
- Microsoft Excel

Certifications and Licenses

HIPPA

Assessments

Building relationships for childcare providers — Proficient

October 2020

Building positive and productive relationships with families of children ages 0-3

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

November 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.