

# Erin Roy

## Dental Operations Supervisor

### Contact

Live Oak, Texas  
830.486.3295  
erin.roy123@gmail.com

### Education

Graduate, ADA Accredited  
Dental Assistant Program  
Concorde Career College, San  
Antonio, TX; Graduation: January  
2018

Graduate, High School Diploma  
Judson High School, San Antonio,  
TX; June 2012

### Key Skills

Problem Solver  
Communication Leadership  
Attention to detail  
Financial Management  
Regulatory Compliance

### Certifications

RDA  
CPR

### Objective

As a dental supervisor, my primary objective is to support the functioning of business operations by managing staff, coordinating operations, managing staff, ensuring compliance with ADA, organization regulations, and ensuring exceptional customer service to members and clients. Also responsible for analyzing financial data, claims submissions, and developing strategies to improve and refine dental workflows. I aim to create a positive and productive work environment by communicating with team members, setting clear goals, and monitoring performance.

### Experience

NOVEMBER 2019 - PRESENT  
**Dental Operations Supervisor** | Premise Health Toyota

NOVEMBER 2018 – NOVEMBER 2019  
Dental Assistant | Hill Country Dental

OCTOBER 2017 – APRIL 2019  
Connections Center Lead/ Merchandiser | Sam's Club

NOVEMBER 2013 – MAY 2017  
Naval Corpsman | US Navy

### Communication

Implemented new site-specific sterilizing procedures for various departments that improved efficiency and streamlined operations.

Established medical emergency event codes and procedures to all site team members to effectively administer appropriate care.

### Leadership

Successfully led a team to meet exceptional NPS metric on a monthly basis.

### References

[Available upon request.]

