

Valerie Delgado

San Marcos, TX 78666

valdelgado1985@icloud.com

+17135709242

Willing to relocate to: Yvelines - San Marcos, TX

Authorized to work in the US for any employer

Work Experience

Front Desk Receptionist

Belterra Kids Teeth-Dripping Springs, TX

July 2024 to July 2025

Front Desk Receptionist

Cavender Nissan os San Macros-San Marcos, TX

March 2023 to August 2024

answer phones, greet guest, log license plates , call customer when plates arrive

Lead desk lead

Vida Dental-Buda, TX

January 2023 to June 2024

Receptionist

riovista dental-San Marcos, TX

December 2022 to March 2023

Front Desk

Medicaid verification

Registered Dental Assistant (RDA)

San macros pediatric dentistry-San Marcos, TX

February 2020 to November 2022

Education

Dental Assisting (trade school)

Everest College-Phoenix-Austin, TX

October 2007 to June 2008

highschool (High school diploma or GED)

Jack C Hays High School-Buda, TX

August 1999 to May 2004

Skills

- Dental terminology
- Marketing
- Documentation review
- Microsoft Outlook
- Microsoft Office
- Time management
- Serving
- Hospitality
- Pediatrics
- Administrative experience
- Data entry
- POS
- Cocktail experience
- Patient monitoring
- Medical records
- Leadership
- Organizational skills
- Outdoor work
- Medical imaging (10+ years)
- QuickBooks
- Windows
- Workday
- Spanish
- Open Dental
- Warehouse experience (1 year)
- Basic math
- Laboratory Experience
- Microsoft Word
- Filing
- Dental office experience
- Clinic
- Sterile processing (10+ years)
- Google Docs
- Microsoft Powerpoint
- Cash register
- Sales
- Medical coding
- Office experience

- Customer support
- English
- Eaglesoft (4 years)
- Medical receptionist (10+ years)
- Communication skills
- Dental receptionist
- Order picking
- Computer skills
- Inventory control
- Direct sales
- Dealership experience
- Teaching
- Medical billing
- Customer service
- Bilingual (10+ years)
- Guest services
- Social media management
- Front desk
- Spirits experience
- Minitab
- Typing
- Cash handling
- Working with people with autism
- Microsoft Excel
- Phone etiquette
- Retail sales
- Dentrix (10+ years)
- Dental clinic
- Fine dining experience
- Restaurant experience

Languages

- English
- Bilingual