

# Melody Doyle

San Antonio, TX 78221

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## Work Experience

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### **Director of orthodontics**

Enhance smile centers-San Antonio, TX

June 2015 to October 2025

Front desk manager scheduling and treatment coordinator

Director of orthodontics

Insurance billing

## Education

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### **High school or equivalent**

Holmes High School graduate-San Antonio, TX

2010

### **Upper secondary education**

## Skills

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- Basic math
- Office management
- Attention to detail
- Practice management software
- Dental office experience
- Patient care
- Administrative experience
- Record keeping
- Español
- sterilization
- Pricing
- Sales support
- Retail sales
- Microsoft Office
- Customer service management
- Conflict management

- Ortho minds
- Cash handling
- Patient interaction
- Phone communication
- Communication skills
- Branding
- Admin
- Customer service
- Google Suite
- Go-to-market strategy
- Dependability
- Leadership
- Scheduling
- English
- Phone etiquette
- Interpersonal communication
- Orthobanc
- Organizational skills
- Managing customer accounts
- Bilingual
- Word
- Computer skills
- Dental terminology
- Content marketing strategy
- Spanish
- Orthodontics
- Customer support experience within hospitality industry
- Orthofi
- Client interaction via phone calls
- Management
- Client invoicing
- Front Desk
- Medical scheduling
- Supervising experience
- Insurance verification
- Windows
- Cash register
- Google Docs
- Appointment scheduling
- Greeting customers

- Handling customer inquiries
- Team management
- Sales

## Languages

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- Spanish - Fluent
- Bilingual
- English

## Certifications and Licenses

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### **Driver's License**

#### **RDA**

April 2019 to August 2021