

AMY TANNER, RDA

I am a soon-to-be Dental Assisting graduate seeking an opportunity in a dental office where I can gain valuable experience and further develop my skills. I am eager to contribute to a supportive team environment and become a productive, reliable member of a fantastic dental team. With strong communication skills, a positive attitude, and a commitment to excellent patient care, I am ready to grow and learn in dynamic dental practice.

WORK HISTORY

Retail Admin Assistant

Master Spas
Boerne, TX

Dec 2025 - Current

Dental Assistant Extern

Gardner Springs Dentistry

Observing the dental team, assisting with sterilization, and treatment room disinfecting, assisting the dentist, and front desk.

Boerne, TX

Jan 2026 - Current

Office Manager

Brady's Auto Repair and Diesel
Boerne, TX

Mar 2024 - Jun 2025

Operations Analyst Specialist

Vibrant Works
San Antonio, TX

Sept 2023 - Mar 2024

Client Care | Home Stager

Tricia Turner Group
Richmond, TX

Oct 2021 - Aug 2023

Client Care | Home Stager

Right Price Sells KWPR
Katy, TX

Sept 2019 - Sept 2021

Director of Sales

IHG International Hotel Group
Houston, TX

Jul 2016 - Jul 2018

Community Service & Volunteer Work

West Memorial Junior High and Katy High School

Volunteered 10-40 hours weekly. PTA President. Awarded Volunteer of the Year.

Dachshund Rescue of Houston, In-Take Committee

Assisted in saving dachshunds from euthanasia. Coordinated transportation and fostering rescue dogs in need.



25 Tin Cup Loop
Boerne, TX 78006
281-226-3102
adtanner77@gmail.com

Skills

Customer Service, Highly Organized, Time Management, Communication, Problem-Solver, Active Listener, Multitasker, Interpersonal, Leadership, Management, Flexibility, Ability to Wear Many Hats

Software

QuickBooks Online, QuickBooks Enterprise, Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Outlook, The Back Office Accounting Link

Certifications

Notary Public, State of Texas Jan 2025 to Jan 2029
Expected RDA 04/2026
Current BLS/CPR 01/2028

Education

GED Nov 2025
Dental Assisting School of Texas Boerne, TX

References

Available Upon Request