

Brittany Ruiz

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Authorized to work in the US for any employer

Work Experience

Sales Associate

James Avery Craftsman Inc-San Antonio, TX

May 2017 to Present

Showcased jewelry, sales, customer service, cash handling, open and close store.

Patient Coordinator

Alamo Ranch Family Dentistry-San Antonio, TX

June 2024 to September 2024

1. Welcome / Greet patients
2. Check in & check out
3. Collect any copays/balances
4. Go over patients treatment plans
5. Answer phones

Front Desk Receptionist/Insurance Coordinator

Imagine Dental-San Antonio, TX

April 2022 to October 2023

1. Verify insurance
2. Answer phones
3. Collect any payments
4. Schedule appointments

Dental Front Office

Smiley Dental and Orthodontics-San Antonio, TX

November 2021 to February 2022

- Greeting and welcoming patients to the practice.
- Scheduling, rescheduling, or canceling appointments as needed
- Performing general office duties, such as answering telephones, photocopying, filing, and faxing.
- Communicating with medical insurance providers to determine if patients are required to make co-payments
- Verifying methods of payment and collecting payments as needed.

Seasonal Sales Associate

James Avery Craftsman-San Antonio, TX

December 2016 to December 2016

Showcased jewelry * Sales * Customer Service * Cash handling * Inventory * Open and close store * Inventory * Ordered jewelry

Registered Dental Assistant

BRIDENT DENTAL & ORTHODONTICS-San Antonio, TX
April 2013 to September 2013

Fillings, Polishing, Sealants, Impressions

- * SRP, FMD
- * Oral Surgery
- * Bleaching
- * Sterilized
- * X-rays

Seasonal Sales Associate

James Avery Craftsman-San Antonio, TX
April 2013 to April 2013

Showcased jewelry

- * Sales
- * Customer Service
- * Cash handling
- * Inventory
- * Open and close store
- * Inventory
- * Ordered jewelry

Dental Assistant (Externship)

DR. ALEX SALINAS-San Antonio, TX
January 2012 to January 2013

Greeted and seated patients

- * Sterilized instruments and handpieces
- * Cleaned up and setup rooms
- * Took Digital Radiographs
- * Assisted Dental Hygienist, Four-handed dentistry

Pawn Broker

EZPAWN-San Antonio, TX
September 2011 to January 2012

Assisted customers with loans and retail sales.

- * Tested gold
- * Responsible for maintaining a presentable store at all times.
- * Assisted pricing merchandise, filing loan tickets, pulling inventory forfeits from warehouse, cleaning them and taking them to the retail area.

Education

Dental Assisting (Some college)

The College of Health Care Professions
May 2012 to December 2012

High school diploma or GED

Diploma

Marque Learning Center

Skills

- Insurance Verification
- Customer service
- Cash handling
- HIPAA
- Communications skills
- Computer skills
- Phone Etiquette
- Data Entry
- 10 key typing
- Customer Service
- Cash Register
- Time management
- Computers
- Front desk
- Eaglesoft
- Medical Imaging
- Organizational skills
- Dental treatment planning
- Dental terminology
- Phone etiquette
- Typing
- Infection Control Training
- Dental Receptionist
- Chairside Assisting
- Dental Assisting
- Communication skills

Languages

- English - Expert

Certifications and Licenses

Registered Dental Assistant

Present

Proficient in:

Taking Vitals

exposing, developing and mounting radiographs

Medical Terminology

Spreadsheets: MS EXCEL

Presentation/Publishing: MS PowerPoint, MS Publisher and MS Word

Knowledgeable in Schick

HIPAA & OSHA trained

Four Handed dentistry experience Dental cement preparation

Asepsis training

Knowledgeable and trained in bleaching tray and mouth guard techniques

Documentation in medical records

Ordering, maintaining, and purging of offsite records

Operating basic office equipment (i.e. Phones, personal computers, fax machines, copiers)

Customer Service (internal and external)

Certified Dental Assistant