

# AMY TANNER, RDA

I am a recent Registered Dental Assistant 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

MasterSpas  
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 - Mar 2026

### 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 1/2025 - 1/2029  
RDA 04/2026 - 4/2028  
Current BLS/CPR 01/2028

## Education

GED Nov 2025  
Dental Assisting School of Texas Boerne, TX

## References

Available Upon Request