

# MARINA COBOS

marinavcobos@gmail.com

## EXPERIENCE

### **Dougherty Cosmetic Dentistry, Garden Ridge Tx — RDA , Front office Coordinator** 2025-2026

- I worked as a Dental Assistant and Front Office Coordinator, where I assisted the dentist during procedures, prepared and sterilized instruments, took dental X-rays, and recorded patient medical histories. In addition to clinical duties, I managed front office operations by scheduling appointments, verifying insurance, processing claims, and handling billing and payments. I maintained accurate patient records using dental software and provided professional communication while checking patients in and out, ensuring an efficient and positive patient experience.

### **Harkrider Endodontics, Boerne Tx — Registered Dental Assistant** 2023-2025

- Assisted dentists during procedures. Organized weekly operations and post treatments. Managed infection control by sterilization. Oversaw patient records, ensuring accurate and up-to-date information for each patient. Assisted with endo surgeries and other endo procedures. Front office experience with treatment co-ordination, patient check in and checkout and overseeing inventory,

### **Aspen Dental, San Antonio Tx — Registered Dental Assistant (intern)**

- Assisted dentist during procedures. Managed infection control by sterilization. Oversaw patient records, ensuring accurate and up-to-date information for each patient.

### **Dzir, San Antonio Tx — Service, Sales Associate** 2021 - 2023

- Greeted guests upon arrival, took their information and pre-authorized payment. Ensured my tables were fully stocked before my shift. Developed and maintained positive working relations with others to reach business goals.

### **Rec Center, San Antonio Tx — Customer Service Employee** 2020-2021

- Answered phone calls assisting student's needs. Organized paperwork for employees. Helped students with tours as well as filling out paperwork. Marketing the gym to alumni.

### **Nursing and Rehabilitation Center, Hereford Tx — Certified Nursing Assistant** 2016 - 2018

- Provided high quality patient care. Preserve patient comfortability while carrying out duties such as bed-pan changes, diapering, emptying drainage bags and bathing.

## EDUCATION

**University of Texas San Antonio / UTPB**

## CONTACT

**San Antonio Tx 78257**

**(806)-346-1759**

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## SKILLS

- Experience in all endo procedures
- Insurance, scheduling
- BLS certification
- New technology
- TDO Software, Open Dental
- Digital Charting
- PANO, FMX, CBCT
- Communication with patients
- Compassion and Teamwork
- Proficient in Microsoft outlook, word and excel

## REFERENCES

- Dr. Pardis Azar - (832) 455- 4829
- Cheri Robison - (210) 744-8720
- Tess Bates- (806) 241- 5750
- Danielle Salinas- (361) 343 -3557
- Elizabeth Lorber- (210) 422-3638

Bachelor in Biology - Minor in Public Health - Pre Dental Society