

KRISTY FRIANT, Dental Front Office Coordinator

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SUMMARY

Dedicated Office Administrator with over 20 years of experience in dental practice management, specializing in treatment coordination. Proficient in EagleSoft and Dentrix, with expertise in schedule management, financing coordination, and insurance billing. Proven ability to enhance office efficiency and patient care. Seeking to leverage extensive administrative and patient-focused skills to excel as a Dental Front Office Coordinator.

WORK EXPERIENCE

08/2014 – 10/2025	Office Administrator Windcrest Cosmetic and Implant Dentistry	Windcrest
04/2013 – 08/2014	Office Administrator San Antonio Dental Associates	San Antonio
06/1999 – 04/2010	Office Administrator Practice of Thomas L. Douthit, D.D.S	NA

EDUCATION

06/1985 – 06/1989	East Central High School NA	Adkins arc
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SKILLS

Eagle Soft	Dentrix
CPR/AED Training	Schedule Management
Financing Coordination	Insurance/Billing
Office Administration	

REFERENCES

Sonya Lopez Colleague, NA	210-843-6822
Collaborated closely as colleagues on various administrative tasks.	
Crystal Diaz Colleague, NA	210-367-8741
Worked together on team projects, enhancing office efficiency.	
Becky Baxter NA, NA	210-382-9316