

DANCI SCHROEDER

New Braunfels, TX | 830.515.9006 | dancibrianne@yahoo.com

CLINICAL MANAGER| BACK-OFFICE COORDINATOR|
TEAM LEAD

PROFESSIONAL SUMMARY

Experienced operations and back-office professional with a strong background coordinating daily operations, leading teams/staff members, managing inventory and supplies, coordinating vendors and external partners, supporting providers, and maintaining efficient workflows in fast-paced technical environments. Skilled in staffing and scheduling, purchasing, inventory control, equipment readiness, training, compliance, customer service, and process improvement. Known for taking ownership, anticipating needs, solving problems proactively, and learning new products, systems, technology, and industry-specific processes.

CLINICAL MANAGER| BACK-OFFICE COORDINATOR| TEAM LEAD EXPERIENCE

Various Dental Practices | New Braunfels, TX 2014 – Present

- Lead and coordinate a team of 3–5 clinical staff, assigning responsibilities, coordinating workflow, and addressing daily priorities.
 - Oversee back-office operations so people, equipment, materials, and resources are prepared for efficient daily performance.
 - Manage inventory and supplies from product selection and ordering through receiving, stocking, usage monitoring, and replenishment.
 - Coordinate vendors and suppliers regarding products, orders, deliveries, equipment, service needs, and operational issues.
 - Coordinate staffing, schedules, and daily assignments to align personnel with operational demands and maintain productivity.
 - Train and support staff on procedures, equipment, systems, workflow, safety requirements, and office protocols.
 - Learn new technology, equipment, products, and procedures quickly while maintaining quality and safety standards.
 - Establish standardized processes; troubleshoot real time challenges; and identify ways to improve efficiency, organization, accountability, and quality.
 - Coordinate specialized equipment, instruments, materials, and technology while maintaining readiness, availability, and proper operation.
 - Maintain detailed documentation and records while adhering to confidentiality, regulatory, safety, and compliance requirements.
 - Support providers and clinical teams in a technical, detail-oriented environment requiring accuracy, organization, and adherence to established procedures.
 - Coordinate patient flow, readiness, equipment, materials, and clinical resources to maintain an efficient schedule.
 - Develop strong working knowledge of specialized equipment, products, materials, and technical procedures.
 - Communicate with patients, providers, team members, laboratories, and vendors to coordinate services and resolve issues.
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CORE COMPETENCIES

- Team Leadership & Staff Oversight
 - Workflow Management
 - Vendor & Partner Relations
 - Safety, Compliance & Quality Control, OSHA
 - Daily Operations Coordination
 - Process Improvement & Efficiency
 - Adaptability & Continuous Learning
 - Prioritize Time Management
 - Document & Record Accuracy
 - Technical Equipment & Systems
 - Problem Solving & Decision Making
 - Inventory & Supply Management
 - Purchasing & Ordering
 - Equipment Maintenance
 - Staff Training & Development
 - Customer Service & Relations
 - Scheduling & Resource Allocation
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EDUCATION

Texas State University, San Marcos, Tx -2014
Registered Lead Dental Assistant – License # 72730