

Jillian DeBell
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Westminster, CO. 80020
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Profile/Skills:

Excellent communication skills

- Ability to problem solve and multi-task
- Professional, dependable and punctual
- Ability to identify, focus and execute priorities
- Quick learner with a strong desire to succeed
- Desire to further education, be creative and expand skills
- Proficient computer skills: Microsoft Office, Word, Softdent, Multi-line phone system
- CPR Certified
- Dental knowledge/experience

Employment History:

**Family Dental and Orthodontics
(Front Desk/Receptionist)**

January, 2013 to Present

- **Schedule Appointments**
- **Verify Insurance**
- **Ordering**
- **Check In and Out Patients**
- **Data Entry**
- **Billing**
- **Treatment Plans**

**American Family Insurance
(CSR for agent James Giacom)**
12995 Sheridan Blvd Ste 202, Broomfield, CO 80021

September, 2011 to January, 2013

Phone: 303-665-3695

- Customer service
- Data entry
- Claims assistance
- Write apps for new policies
- Assist the agent

- Receive and submit payments
- Appointment scheduling
- Problem solving
- Marketing

Mokara Spa at The Omni Hotel and Resort March, 2010 to September, 2011
(Spa Concierge/Receptionist)
500 Interlocken Blvd, Broomfield, Co 80020
Phone: 303-438-6600

Responsibilities Included:

- Schedule and book appointments
- Check guests in and out
- Sell services and retail
- Placed orders for products and supplies
- Prepare end of day reports
- Money transactions
- Provide 5 star customer service

Re/Max Horizons Group January, 2006 to March 2010
(realtor assistant)
6343 W. 120th Ave., Broomfield, Co. 80020
Phone: 720-271-6531

Responsibilities Included:

- Answering phone calls
- Scheduling appointments
- Managing files
- Ensuring dates and deadlines were met
- Managing marketing materials/mailers

Education:

Colorado School of Dental Assisting

Graduated October, 2010

Front Range Community College

Some college coursework/child development- August, 1996 to December, 1997

Broomfield High School

Graduated June, 1996

References: