

MELISSA FLYNN

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Professional Summary

I'm seeking a position where I can utilize my extensive customer service skills and compassion for dentistry. I will make a positive, and strong contribution to the success of the practice. I enjoy working with fellow team members and clients. I am dedicated to providing professional, efficient, and reliable productivity.

Skills

- Optimistic, intelligent, quick learner, technology-savvy, strong work ethic, reliable
- Honest, and positive attitude. Excellent customer service skills, effective team player
- With ability to assume leadership roles, Strong problem-solver with good
- Communications skills with people of all ages.
- Skills Acquired
- Charting
- Digital Radiography
- Impression (alginate) lab work, models, Fabricating Bleach Trays
- Coronal Polishing
- Fluoride Treatment
- Sterilization
- Infection control proficiency

Work History

Dental Assistant 05/2023 to Current

Fort Collins Dental and Orthodontic Group – Fort Collins CO

- Seating patients.
- Charting with the Doctor.
- Sterilization of instruments.
- Sterilization of operatories.
- X-Rays, Panos, CBCTs.
- Assisting with treatments.
- Crowns, Extractions, Composites, Cleanings.
- Impressions.
- Scanning for crowns, inlays, onlays, etc.

Dental Assistant 02/2023 to 04/2023

Comfort Dental Windsor – Windsor CO

- Seating patients

- Charting with doctors
- Sterilization of instruments
- Sterilization of ops.
- Assisting with treatments.

Crowns, Root Canal Therapy, etc.

Office Manager

03/2016 to 02/2023

Mountain States Driver's Education – Fort Collins CO

March 2016 – February 2023.

Mountain States Drivers Education, Fort Collins, and Loveland, CO – Office Manager

- Use judgment and critical thinking skills when greeting customers,
- Meeting their needs, and solving problems
- Schedule student driving appointments and drive tests for over 18
- Employees
- Communicate with upper management and staff to facilitate daily
- Operations
- Work with employees to process and correct mistakes on state
- Paperwork for the Colorado Dept. Of Revenue
- Answer multiple phone lines to assist customers in scheduling
- Help shuttle company cars from appointments when needed
- Perform daily office duties, take out trash, take out and pick up office
- Mail, etc
- On call at all times via cell phone for issues or emergencies
- Payroll/ bookkeeping
- Write checks and pay the majority of office invoices
- Quarterly evaluations
- interviewing/ complete hiring process
- Assist in running bank deposits to correct banks

Assistant

12/2019 to 08/2020

Mountain States Property Services, Fort Collins – CO

- Office Assistance
- Payroll/ bookkeeping
- Open House/ private viewings
- Lease signings / lease renewals
- Scheduling lock changes, and house maintenance when the tenant
- Move out
- Assist in running bank deposits to correct banks
- Help with security deposit return letters/ security deposit returns.

Education

GED

Community

Completed my Language Arts, Social Studies, and Science, Tests, and IAm in the Front Range, College GED evening prep class to finish my math GED test. I am hoping this will be completed by Match of 2024. I completed dental assisting classes with the American School Of Dental Assisting in Fort Collins CO, . I completed classes with a certification in Dental assisting, and radiology. I also completed a 12 hr internship with a general Dentistry office on December 15th.