

Cheryl Andrews
530 Church Street | Norristown, PA 19401
716-388-5122
cherylandrews1985@gmail.com

PROFILE

Highly motivated, organized individual with a strong attention to detail. Capable of prioritizing a heavy work load and handling multiple tasks. Eager to work with patients and enthusiastic about educating them on daily maintenance.

EXPERIENCE

Medical Records Specialist | United Healthcare | October 2017 – December 2017

- Updating medical records for members

Receptionist | Elite Dental Care. Dr Sampat | September 2015 – April 2016

- Front office duties including answer phones, scheduling appointments, insurance claims, and treatment plans for patients

Dental Assistant | VIP Dentistry | Fall of 2014 – May of 2015

- Assist doctor at chair side doing four handed dentistry
- Ordering digital x-rays and lab work (bleaching trays, custom trays, models)

Office Manager | Andrew's Construction | January 2013 – May 2015

- Managed all payables and receivables, including payroll
- Responsible for client relationships by answering phones, scheduling estimates, and follow-up appointments/scheduling
- Performed Forman responsibilities when needed

Dental Assistant | Aspire Family Dental | March 2011 - July 2013

- Assist doctor chair side with all surgical and general procedures
- Work with several doctors in the group assist surgical doctors
- Perform daily all impressions and pouring models

Dental Assistant | Dr. Brian Zunner | November 2010 - March 2011

- Assisted chair side with all surgical procedures
- Ordered the supplies
- Did daily, all impressions and pouring models

Office Manager | Andrew's Construction | January 2006 - August 2009

- Managed all payables and receivables, including payroll
- Responsible for client relationships by answering phones, scheduling estimates, and follow-up appointments/scheduling
- Performed Forman responsibilities when needed

Dental Assistant | Western New York Dental | April 2004 - October 2004

- Assisted doctors with all procedures

- Performed impressions and x-rays on patients
- Made temporaries for crowns and bridges, night guards and white trays
- Completed all lab work

Dental Assistant | Dr. Donald Crumb | January 2000 - October 2000

- Performed impressions and x-rays on patients
- Made temporaries for crowns and bridges

Periodontal Assistant | Dr. Daniel Indech | September 1996 - October 1999

- Assisted doctor with all surgeries and procedures
- Performed tissue graphs, bone graphs, and implants

Dental Assistant/Office Manager | Dr. Joseph Mangan | September 1994 - September 1996

- Multi-tasked as Dental Assistant and Office manager
- Responsible for all billing and insurance

EDUCATION

- Certified | Arizona | Mesa Community College | 1994 - 1995

VOLUNTEER

St. Peter and Paul Church, Hamburg, 2008-2009

- Cooked meals for the parishioners who were unable to leave homes weather old or disabled for church members