

Patrick Elliott
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SUMMARY

10 years experience in the Air Force as a medical industry professional. Qualification include outstanding leadership capability managing personnel, enforcing infection control procedures, following Occupational Safety & Health Administration guidelines leading to top ratings in various inspections, and training/educating staff and customers

SUMMARY OF QUALIFICATIONS

- Helped earn over \$3.5M annually in production for dental clinic.
- Contributed to squadron being named United States Air Force Large Dental Clinic of the Year
- Contributed skills to mission accomplishment which led to squadron earning “outstanding” rating on inspection
- Awarded for high productivity exceeding the \$150K treatment goal by \$61K
- Enforced infection control policy leading to 100% compliance which ensured a safe work environment for staff members and customers
- Awarded Partner in Education certificate in military technical school by mentoring fellow students leading to a 100% graduation rate
- Set the standard for leadership/academic achievement by graduating at the top of the class in military technical school with a 99% average, earning the Top Graduate Award
- Contributed to Ramstein Air Base enhancement in which the wing was awarded Commander in Chief’s Installation Excellence Award for \$1M
- Over 10 years of diverse and challenging experience in Europe and America, combined with strong work ethic, a disciplined approach to the task at hand and the innate ability to anticipate potential obstacles are attributes that contribute to a strong record of excellence and acknowledgement for completing the mission
- Over 5 years of leadership experience. Supervised Airmen by giving them the proper training and adequate resources. Evaluated their job performance to ensure top-notch production. Trained staff on various topics such as Infection Control, biopsies, and consults to name a few.

KEY QUALIFICATIONS/AREAS OF EXPERTISE

- Management
- Training/Education
- Leadership
- Customer Service
- Detail Oriented
- HTML5/CSS

EXPERIENCE

Veteran's Affairs, Student Assistant

- Assist the Veterans Service Office and Valdosta State University in serving VA students with certification related forms, records, and resolution problems
- Assist in maintaining files and putting information concerning VA students into the database system
- Inform VA students about enrollment related areas such as: general school information, enrollment process, tuition, and fees
- Attention to details of class schedule semester hours, and whether that class is on-line or on-campus

United States Air Force, Preventive Dentistry Manager

- Educated over 300 expectant parents annually on pre-natal/post-natal oral hygiene care
- Managed monthly Quality Assessment program reporting work of 5 technicians accounting for 560 patients
- Treated 2667 patients contributed \$409K to the flights production raising the Class 1 rate by 71.7%
- Facilitated high caries risk program, reduced high caries risk rate by 40% by patient education, scheduling and tracking
- Conducted monthly continuing education at preventive dentistry meetings providing the staff with new/refresher skills that improved productivity in areas such as patient care, high caries risk, and infection control
- Organized National Children's Dental Health Month event at local schools for 2 years. Oversaw educational activities in oral hygiene with an outreach of approximately 1600 children
- Led Preventive Dentistry with a five man team treating 5.6K patients generating \$1.1M of \$3.5 annual production
- Reviewed 300 high caries risk records annually, identifying discrepancies and making corrections ensuring 100% program accountability

United States Air Force, Biopsy and Consults Manager

- Centralized biopsy supply location and created an electronic database for it which improved the tracking by 75%
- Trained staff on biopsy and consult requirements and processes resulting in a 95% return rate and easing patient anxiety
- Fixed broken communication between dental and medical clinics treating referred patients by creating new tracking system resulting in 95% increase in turnarounds
- Increased patient compliance by drafting letter to send to the non-complying members first sergeant

EDUCATION

B.S.Ed. Communication Disorders 3.92 GPA – Valdosta State University

A.A.S., Dental Assisting Craftsman 3.85 GPA – Community College of the Air Force

A.A., Information Technology 3.95 GPA – University of Phoenix

Airman Leadership School – Kapaun Air Base, Germany