



AMY M. DAVIS

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To acquire a position that will utilize my skills and talents and will allow the opportunity for growth and advancement.

EXPERIENCE

9/2018 – PRESENT

PRACTICE MANAGER, SEC DENTISTRY, LLC (FORMERLY DR. JAMES S. KIMBRELL)

- Create, establish, and manage internal office protocols and procedures to ensure office efficiency
- Assist Dentist in hiring new office staff to respond to patients needs and manage billing systems
- Greet and serve all patients as they arrive (or direct other staff to do the same)
- Maintain the dental clinics budget, general ledger and accounting systems
- Motivate office personnel to serve patients
- Oversee the processing of primary insurance and secondary insurance claims
- Assist patients with applying for credit and other financial assistance
- Provide the Dentist with administrative and practical support
- Guarantee office productivity, develop and manage all internal office procedures and practices
- Deliver direct individual and team leadership to ensure all office employees produce outstanding customer service
- Coordinate the day-to-day execution of office practices that increase productivity and efficiency
- Conduct any other task delegated by Dentist or company

9/2012 – 9/2018

OFFICE MANAGER, JAMES S. KIMBRELL, DMD, LLC

- Create, establish, and manage internal office protocols and procedures to ensure office efficiency
- Assist Dentist in hiring new office staff to respond to patients needs and manage billing systems
- Greet and serve all patients as they arrive (or direct other staff to do the same)
- Maintain the dental clinics budget, general ledger and accounting systems
- Manage payroll for multiple employees
- Motivate office personnel to serve patients
- Oversee the processing of primary insurance and secondary insurance claims
- Assist patients with applying for credit and other financial assistance

- Provide the Dentist with administrative and practical support
- Guarantee office productivity, develop and manage all internal office procedures and practices
- Deliver direct individual and team leadership to ensure all office employees produce outstanding customer service
- Coordinate the day-to-day execution of office practices that increase productivity and efficiency
- Conduct any other task delegated by Dentist

8/2007 – 10/2010

MERCHANDISE AND MARKETING ASSISTANT, WESTJEWEL, INC.

- Assist with merchandise ordering for eight store locations
- Manage all Google Advertising
- Create and distribute monthly customer and employee newsletters
- Schedule all vendor meetings
- Approve special purchase orders for all store locations
- Assist with quarterly and yearly inventory
- Organize all manager's meetings
- Distribute all merchandise to stores
- Conduct any other tasks delegated by president and vice president of company

EDUCATION

10/2019 TO PRESENT

BACHELOR'S IN PSYCHOLOGY WITH A CONCENTRATION IN MENTAL HEALTH

SOUTHERN NEW HAMPSHIRE UNIVERSITY

4.0 GPA; National Honor Society; expected graduation October 2023

SKILLS

Communication; planning and organizing; problem analysis and problem solving; judgement and decision-making; customer service oriented; marketing; website management; network troubleshooting; accounts receivable; accounts payable; bookkeeping; multi-task oriented; work independently without supervision; efficient in productive environment; Microsoft Word; Microsoft Excel; Dentrix Ascend; Dentech; Quickbooks; Google AdWords; Prosites

CERTIFICATIONS AND COURSES

Notary Public

Member of National Association of Mental Illness

Member of American Association of Dental Office Managers

Member of National Society of Leadership and Success

Member of SNHU Psychology Club

Member of SNHU Mental Health Awareness Club

REFERENCES

James S. Kimbrell, DMD
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