

Amy L. Demboski

INTRODUCTION

Initially, I acquired my dental skills in the military. After military service, I entered the private sector and have worked in almost every aspect of a dental practice. During the past 15 years I have grown as a person, an employee, and a leader. Through mutual respect, building those up around me, working hard, and leading by example; I have found we are truly limited by our own ambition. While working full time, I went to school full time, and in 5 years, achieved two college degrees. The secret to success: put one foot in front of the other, focus on the strengths of your co-workers, and be open to the wisdom and experience of others.

SUMMARY OF QUALIFICATIONS

- Marketing, Advertising, Human Resources, Payroll, Accounting, Collections
- Project Management: Development of new practices & expansion of existing practices
- Coordination of legal affairs: LLC incorporation, contract law, leasing
- Direct Patient Care: Certified Dental Assistant
- OSHA Compliance Director, Emergency Preparedness Facilitator, Training Coordinator

EMPLOYMENT

AUG 2005 to OCT 2010 - ADVANCED FAMILY DENTAL CARE

Project Management, Office Management, Human Resources, Payroll, Direct Patient Care

- Marketing, Advertising, Human Resources, Payroll, Accounting & Collections
- Project Management, Coordination of Legal Affairs, Contract Law & Leasing
- Managed & Coordinated all aspect of business
- Direct Patient Care: Expanded Duties Assistant
- OSHA Compliance Director, Emergency Preparedness Facilitator, Training Coordinator

JAN 2007 to MAY 2009 - ADVANCED FAMILY DENTISTRY

Project Manager, Human Resource Coordinator, Payroll, Direct Patient Care

- Facilitated Development & Management of all aspects of new business
- Marketing, Advertising, Human Resources, Payroll
- Training & Support of all new staff members

DEC 2000 TO AUG 2005 - LEE ELLENBURG, DDS

Dental Assistant

- Direct Patient Care: radiology, crown & bridge impressions, temporaries, impressions for all dental appliances, assist during all surgeries, ordering dental supplies

Education

BA Justice UAA 2006

BA History UAA 2007