

(314) 452-1190
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United States, St. Louis, MO



Taylor Morris

EDUCATION

Associate of Applied Science in Healthcare Administration, St. Louis Community College, Graduated May 2025

GPA: 3.8

Certifications

- HIPAA Certification – National Association of Healthcare Access Management – April 2025
- CPR Certified – American Heart Association – March 2024

SKILLS

HIPAA compliance & confidentiality	Expert
Eaglesoft and Open Dental (course training)	Expert
Fast and accurate data entry (75 WPM)	Expert
Appointment scheduling & phone etiquette	Expert
Friendly patient service and multitasking	Expert

Dental Receptionist

PROFESSIONAL SUMMARY

Recent graduate with a degree in healthcare administration and strong interpersonal skills seeking a dental receptionist position. Eager to apply knowledge of patient care systems and front desk operations in a professional dental environment.

EXPERIENCE

Front Desk Intern (Volunteer), Gateway Dental Free Clinic, St. Louis, MO

January 2025 - April 2025

- Greeted patients, verified insurance forms, and assisted in scheduling new ones
- Maintained digital filing system and learned EMR software basics
- Shadowed reception team to learn patient intake and data protection protocols