

PAULA A. BEHNKEN



Objective

To obtain a position using my skills and experience where I can become a valuable asset to my employer, co-workers and clients

Qualifications Summary

I am experienced in administration, education, and customer service as well as health care. I have a strong work ethic and am always willing to learn. My written and oral communication skills are excellent and I truly enjoy working with people.

Academic Background

Associates Degree in Dental Hygiene

NOVA

Annandale, Virginia

Graduated in June 1990

Specialized Training

Certified CPR and AED Instructor

Work History

December 2013-Present Maui School of Therapeutic Massage

- Administrative Assistant
- Clinic Scheduling/client communication
- Insurance billing

January 2013-December 2013 Maui Smiles Kahului, HI

- Scheduling/Treatment Coordinator
- Patient care and communication/front desk duties
- Generate billing statements and insurance claims
- Assisting chair-side

January 2011-June 2012 Maui's Winery Ulupalakua, HI

- Tasting Room Staff, Tour Guide
- Internet Orders and Shipping
- Accounting and Deposits

June 2006-January 2012 Ultra Dive, Inc. Wailea, HI

- Scheduling of classes and tours
- Generated monthly billing statements
- Assisted in scuba/snorkel classes

August 1999-June 2006 Carden Academy of Maui Pukalani, HI

- Elementary Teacher, Grades 1,2 and 4
- French Teacher, Grades K-2
- Teacher Trainer (Carden Method)

August 1996-December 1997 Jason Aragaki, D.D.S. Paia, HI

- Dental Hygienist
- Performed patient evaluation and education
- Sub-gingival scaling, root planing and local anesthesia

References

[Redacted references]