

# MA. JHODELYN TRINIDAD

*Dental Office Manager*

*Patient Coordination & Administrative Support Specialist*

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Dental Office Manager with 9 years of experience in patient scheduling, clinic operations, billing coordination, records management, and administrative healthcare support. Skilled in patient communication, workflow coordination, compliance, and team support in fast-paced dental environments.

## CONTACT

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📍 San Pedro City, Laguna,  
Philippines

## TOOLS AND PLATFORMS

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- Google Workspace
- Microsoft Office
- Gmail
- Zoom
- Teams
- Timetree
- MyMedsPh
- Kreloses
- Opendental / Dentrax familiarity

## REMOTE WORK SET UP

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- Stable internet connection
- Back up internet / data
- Noise cancelling headset
- Available for US Timezone

## LANGUAGE

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- English
- Tagalog (Filipino)

## EXPERIENCE

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2017 - 2026

Luxe Smiles Dental Center Corporation  
Southwoods Ecocentrum, Biñan City, Laguna

Clinic Manager

- Managed team of 10 dental staff effectively
- Supervised daily operations, 80+ patients daily
- Optimized patient's scheduling by almost 70%
- Improved billing processes reducing errors by 30%
- Maintained patient records efficiently
- Facilitated smooth communication channels
- Supported smooth patient coordination and scheduling for high daily patient volume

## EDUCATION

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2013 - 2016

Bachelor of Science in Psychology

**Lyceum Of Alabang**

National Highway, Muntinlupa City, NCR

2012-2013

Office Information Technology

**San Pedro Technological Institute**

Elvinda Village, San Pedro City, Laguna

## EXPERTISE

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- Office Management
- Patient Scheduling
- Appointment Setting
- Patients Relations
- Operational Efficiency
- Financial Oversight
- Records Management
- Billing Coordination