

Erika Rangel

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SUMMARY

Aspiring Graphic Designer ready to pursue and gain new experiences where I can contribute my passion and creative skills

SKILLS

- Ability to multitask
- Excellent communication
- Great sense of teamwork

EDUCATION

Milwaukee Area Technical College | Milwaukee, WI
Associates of Applied Science; Graphic Design
Expected Graduation: May 2025

EXPERIENCE

Aug 2024 - Present

Paul M. Sandvick, DDS & Associates | Glendale, WI
Dental Assistant

- Ability to multitask between multiple tasks and appointments
- Excellent communication skills between patients, doctors and office
- Used critical thinking to enhance time management under tight schedules

Sep 2020 - Aug 2024

Marquette University School of Dentistry | Milwaukee, WI
Dental Coordinator

- Self-managed clinical operations and schedules using strategic planning
- Perform and multitask time sensitive administrative tasks
- Answer phone calls, voicemails and emails in a timely manner

Sep 2018 - Sep 2020

Marquette University School of Dentistry | Milwaukee, WI
Dental Assistant

- Excellent teamwork skills while assisting dental students and residents
- Usage of computer skills to update and manage patient records
- Effective communication with students and faculty to ensure procedures are running smoothly