

Taffy Brecher

4641 Plainview Rd
Midlothian, Texas 76065
Brecher4@sbcglobal.net
972-723-1016

Objective

Looking for an opportunity to return to the orthodontic field, where I have found the most satisfying experiences. I possess many years of experience in the workforce with expertise in patient/client relations and general public. My strong points are skilled listener, organized, flexible, and enthusiastic and goal oriented.

Work Experience

Administrative Assistant | City of Midlothian | Midlothian, Texas | From 2001 to 2011

Mapping, GIS, payroll, clerical, medical proof reading, customer service, event planning, Medicare/Medicaid insurance billing

Dispatching | City of Midlothian | Midlothian, Texas | From 1991 to 1992

Dispatching for Police and Fire, record keeping, bail

Call Center | Pactel Teletrac | Arlington, Texas | 1992 to 1994

Tracking stolen vehicles, maintaining elaborate call center computer, record keeping, and sales

Orthodontic Office | Dr.'s Valant, Lively, Navarro, McFarland | Lewisville, Cedar Hill, Texas | From 1977 to 1999

Lab tech, assisting, office management, clerical, phones, new patient/treatment coordinator, scheduling, phones, software specific to that field, financials, insurance billing

Education

Lewisville High School | Lewisville, Texas | From 1972 to 1976

Area of study/General

Skills

- Computer skills, excel, word, power point, search engines, software favorable to industry, GIS software ArcView, internet
- Customer Service, public relations
- Listening, problem solving

Languages

- English

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REFERENCES:

Brenda Dillard
Office Manager
Clark Dental
4450 East Highway 287
Midlothian, TX 76065
972-723-2300
Brenda@brianclarkdds.com

Relationship: Friend/coworker at Dr. John Valant, years known 19

Dale McCaskill
Asst Chief
Midlothian Fire Department
100 W. Ave F
Midlothian, TX 76065
214-532-9526
Dale.mccaskill@midlothian.tx.us

Relationship: friend/coworker at City of Midlothian, years known 10

Jenni Bowman
Project Manager
Siemens Business, USA
972-723-1016
Jennifer.bowman@atos.net

Relationship: friend, years known 25