

Monika Wysocka

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Core Qualifications

- Practice and business management
- Critical analysis
- Creative thinking
- Patient relations management
- Team management
- Excellent interpersonal skills
- Efficient under pressure
- Strong work ethic
- Team player with positive attitude
- Deadline-driven

***2020-2022** **Beverly Hills Periodontal Institute, Beverly Hills**
Dental Practice/Patients Relations Manager

Overseeing all front and back office operations and making sure that all aspects of practice flows smoothly with strong emphasis on patients relations; Staff meetings/morning huddles; Dental treatments/Financial agreements presentations; Working closely with Doctors and Regional Managers; Organizing trainings and CE courses for Doctors and Hygienists; Organizing company events.

***2018-2020** **Beverly Hills Institute of Dental Aesthetics, Beverly Hills**
Dental Practice/Patients Relations Manager

Overseeing all front and back office operations and making sure that all aspects of practice flows smoothly with strong emphasis on patients relations and schedule; Staff meetings/morning huddles; Dental Treatments and financial agreements presentations; Working closely with Doctors and Regional Managers; Organizing trainings and CE courses for Doctors and Hygienists; Working with insurances and accounts receivable.

***2005 - 2017 Santa Monica Family Dentistry, Santa Monica, CA**

Patients Relations/Front Office Manager

Patients Relations; Treatment Presentation and Financial Agreements; Marketing Office Activities supervision and co-ordination; Schedule supervision; Staff Management; Insurance and Billing Department Management; Business Clients Relations and Publicity.

***2002 - 2005 Manhattan Avenue Art Dentistry, NY, NY**

Brand and Marketing Strategist

Representing Company Branding; Marketing and Patient Relations, Responsible for Marketing Materials, Design and Print, Translator and Patient Co-ordinator.

***1992-2001 Millennium Inc., Poland/USA/UK**

Client Accounts Manager, Advisory Board Member

Clients Relations and Projects Presentations, Accounts Management, Customer Service Supervision.

Education

*1992 University of Warsaw, Poland, Bachelor of Psychology

*2012 Natural Healing Institute of Naturopathy, Holistic Nutrition