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| **JASON A. LANDY** |
|  |
| 5901 Montrose Road Apartment #N800, North Bethesda, Maryland |
| jasonlandy1@gmail.com (301) 785-6691 |

10 years of exceeding customer expectations by providing proactive, superior customer service in a fast paced, caring, and professional environment

**PROFESSIONAL EXPERIENCE**

**Dr. Michael G. Landy, D.D.S -** Washington, DC October 2005 – June 2015

**Dental Administrative Assistant**

* Managed patient communications: greeting patients, responding to emails, answering calls, and oversaw digital communication (calendar updates, payment reminders, website, etc.)
* Scheduled, confirmed, and rescheduled appointments as necessary
* Administered intake documents, recorded patient medical history and payment information into database
* Prepped new patients for appointments by providing procedural instructions and required paperwork via phone and email
* Assisted in filing insurance claims, collecting fees, and verifying coverage information via email and phone

**The Hofstra Chronicle, Bleacher Report & Blogger.com** February 2002- May 2014

**Freelance Sports Reporter**

* Produced and published numerous news articles and blogs related to high school, college and professional basketball and football.
* Produced and published numerous news articles and blogs capturing the stories of athletes
* Covered a diverse range of sports including basketball, football, and hockey over a diverse level of competition.

**The Jewish Community Center of Greater Washington** June 2000-August 2002

**Sports Coach**

* Developed differentiated lesson plans for students which aligned with curriculum defined by supervisors and sportsmanship, fair play, communications, fine motor dexterity, coordination
* Reported student progress in building sports related skills to supervisor and parents through weekly reports.
* Provided effective behavior management to address problem behaviors and supervise student activity.

**EDUCATION**

**Montgomery College -** Rockville, MD

**Associates of Arts Degree in General Education** December 2010