

Devin Danielle Tompkins

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Education

University of Oklahoma, Norman, OK

May 2017

Bachelor of Science in Biology

Major: Biology (Pre-Dental)

Minor: General Business

GPA: 3.52

Work Experience

- **Smile Galaxy Pediatric Dentistry**

Dental Assistant, June 2017 -Present

- Assist Dr. Molloy and Dr. Jun in providing more efficient dental treatment by preparing the patient for treatment, sterilizing instruments, taking and exposing radiographs, taking impressions, and fabricating provisional crowns, writing chart notes, and providing post op instructions to the patient and family. Responsible for verifying insurance, charging patient for services, and billing out insurance companies.

- **Buffalo Wild Wings Inc.**

Restaurant Server, December 2012-Present

- Interact with customers, complete sales while ensuring customer satisfaction, work with a large team of employees successfully, complete opening and closing duties, learned many people, management, and business skills over the course of 5 years as an employee. Work with transactions regularly ensuring restaurant sales and payments match up directly each shift.

- **Tropical Smoothie Inc.**

Bookkeeper, May 2016 - May 2017

- Recorded the financial transactions of a franchise store in Fort Worth, Texas using Quickbooks. Prepared the income statement and balance sheet after maintaining the trail balance and ledgers. Balanced all accounts by reconciling entries. Maintained quality historical records by filing documents adequately. Prepared financial reports by collecting, analyzing, and summarizing account information. Crafted accounts receivable invoices, reviewing payments received and record deposits.

- **Tarrant Regional Water District**

Administrative Assistant, Summer 2011-2015

- Answered phone calls and directed customer questions to the proper employee, categorized company documents for proper record keeping in an online database, helped organize and coordinate company events, excessive experienced work and knowledge in Microsoft Office.

Leadership Experience

Director of Pursuits for Delta Gamma, 2015-2017

-Helps support the development of membership with the new member, Sophomore, Junior, and Senior pursuits.

Pre-Dental Club – Community Liaison, 2015-2017

-Helped to organize events for pre-dental students to volunteer, serve, and learn important strategies to enhance opportunities of getting accepted into dental school.

Camp Kesem Fundraising Coordinator 2016-2017

-In charge of ensuring all fundraising deadlines were met by members. Planned fundraising gala for origination to raise money for kids to attend camp. In charge of depositing all funds into proper accounts, making purchasing orders, and monitored all purchases made by executive members.

Research Assistant

-Assisted Dr. Siler in researching and writing a faunal description of Samar Island, Philippines for the scientific journal Checklist. Also conducted a research experiment under the supervision of a professor manipulating the diet of land snails to study the morphology of dentition.

Memberships/Awards/Skills/Licenses

Work Assistance Tuition Scholarship
Mary's Meals (non-profit organization)
Deans List 2015, 2016, 2017
Microsoft Office

ASDA Member 2016
Michael McCafferty Sooner Heritage Scholarship
Quickbooks
Infor Lawson HRIS

Melvin B. Tolson Jr. Scholarship
Delta Gamma Sorority
Registered Dental Assistant
Patterson Eaglesoft