

CAITLYN CASSIDY

Buckley, WA 98321

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253-886-2428

Professional artist and illustrator with experience in front desk and receptionist duties. I am a fast learner eager to make a difference in my workplace. I am competent in multitasking in an environment that requires high attention to detail.

Willing to relocate: Anywhere

Work Experience

Front Desk Receptionist

Covington Smiles & Dental Implant Solutions - Covington, WA

February 2022 to Present

Dental Front Desk and Receptionist. Covington Smiles is a general dentistry office, and Dental Implant Solutions is an implant and oral surgery specialty dentistry office. This position requires: answering phone calls, answering patient inquiries about treatment and payment, reviewing treatment plans, collecting payment, gathering insurance breakdowns, scheduling appointments, sending emails and correspondence, checking in cases from laboratories, filing patient documents, and invoicing monthly expenses.

Artist

Freelance Artist - Buckley, WA

October 2019 to Present

Freelance artwork by commission. As a freelance artist, I make artwork by commission, including custom tattoo designs, company logos, t-shirt and poster design, paintings, graphite and ink drawings, wood burnings, and small mural work. This job provided experience painting with watercolor, gouache, acrylic and oil. I also have experience with pottery and ceramic sculpture.

Science Illustration Internship

Elizabeth Madin Lab - Kāneʻohe, HI

August 2020 to November 2020

Science illustration internship creating a variety of science focused artwork for coral reef research projects. I made 5 custom artworks in a variety of mediums for several of the researchers, who were all working on separate projects related to coral reefs.

Assembly/Shipping & Receiving

Exact Aerospace - Auburn, WA

October 2019 to September 2020

Aerospace warehouse - assembly, inventory, and shipping and receiving positions.

Science Illustrator Internship

Walla Walla University Rosario Marine Science Lab - Anacortes, WA

June 2020 to August 2020

Science illustration internship creating an ID guide for octopus species in the Pacific Northwest region. I created artwork in gouache paintings, ink drawings, and digital drawings of octopuses native to the Pacific Northwest coastline from Southern Alaska to Northern California.

Education

Certificate in Science Illustration

CSUMB - Monterey, CA

September 2020 to November 2021

Bachelor's in Fine Art

Walla Walla University - College Place, WA

August 2014 to June 2019

Skills

- Science Illustration (2 years)
- Dental Receptionist
- Illustration (2 years)
- Adobe InDesign (1 year)
- Adobe Photoshop (2 years)
- Graphic Design (2 years)
- Adobe Illustrator (1 year)
- Pottery (2 years)
- Customer service (2 years)
- Appointment scheduling (2 years)
- Microsoft Office (2 years)
- Shipping & receiving (1 year)
- Assembly (1 year)
- Phone etiquette (2 years)
- Multi-line phone systems (2 years)
- Dentrix (2 years)
- Open Dental (1 year)
- Typography (1 year)
- Layout Design (1 year)
- Visual arts painting (3 years)
- Clerical experience (2 years)
- Adobe Acrobat (1 year)
- Mac OS (2 years)
- Color theory (3 years)
- Communication skills (3 years)
- Filing (2 years)

- Front desk (2 years)
- Google Docs (2 years)
- Microsoft Office (3 years)
- Microsoft Word (5 years)
- Dental office experience (2 years)
- Writing skills (5 years)
- Typing (3 years)
- Time management (3 years)
- Organizational skills (3 years)
- Data entry (3 years)
- Documentation Review (2 years)
- Appointment scheduling (2 years)

Certifications and Licenses

Science Illustration

Assessments

Administrative assistant/receptionist — Proficient

March 2024

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.