

Anna Kowalczyk

Dental Hygienist · Receptionist · Pilates Instructor

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DOB: 05.06.1989

PERSONAL STATEMENT

Friendly and precise dental hygienist with 12 years in patient care and front-desk coordination, plus work as a Pilates instructor. Has kept clinics running smoothly, put anxious patients at ease, and helped clients build strength and posture. Calm, organised, and genuinely good with people.

PERSONAL INFORMATION

Date of Birth: 5 June 1989
Address: Plinganserstr. 78, 81369 München
Driver's License: Class B, BE, D & DE
Availability: Full-time / part-time

WORK EXPERIENCE

Dental Hygienist 2017 – present

Zahnarztpraxis Dr. Bauer, München

Perform professional cleanings, periodontal treatment and patient education. Manage recall scheduling and support the dentist during procedures. Reduced no-shows through a new reminder system.

Dental Receptionist & Assistant 2012 – 2017

Zahnzentrum München-Süd

Ran front-desk operations: appointments, billing, insurance claims and patient records. Assisted chairside and managed sterilisation.

Dental Nurse 2009 – 2012

Praxis Dr. Wagner, Nürnberg

Chairside assistance, instrument preparation and stock management in a busy general practice.

Pilates Instructor (part-time) 2016 – present

Freelance / studios, München

Teach mat and reformer Pilates to small groups and one-on-one clients. Adapt sessions for rehab and posture; first-aid trained.

EDUCATION

Weiterbildung Dentalhygienikerin (DH) — München (2016)
Ausbildung Zahnmedizinische Fachangestellte — Nürnberg (2009)
Pilates Instructor Certification — Polestar (2016)

SKILLS

- Performance management: goal setting, appraisals and constructive feedback
- Negotiation: supplier terms, contracts and conflict resolution
- Clinical documentation: care plans, handovers and SOAP notes
- Graphic design: Adobe Creative Suite, branding and layout
- Rehabilitation and mobility support: exercises, aids and progress tracking
- Facilities management: contractor coordination, planned and reactive maintenance
- Digital tools: Microsoft 365, scheduling software, CRM and ticketing systems

LANGUAGES

French	Native
English	A1
Italian	B1

INTERESTS

Pilates · Swimming · Baking · Gardening · Reading · Dancing