

FRENDIA WILLIAMS, DDS



Dear Staffing Professional or Hiring Manager,

Selecting the right candidate to fill an essential position in your dental practice or institution requires more than verifying skills and employment history—it calls for a professional who can bring value through a unique combination of expertise, experience, and vision. Just as a designer blends color, texture, and form to craft something extraordinary, I bring together decades of professional accomplishments, leadership skills, and innovative thinking to help elevate your practice's operations and patient care.

With over 25 years of experience in the dental field, coupled with a diverse background in education, marketing, real estate, military service, and community involvement, I have cultivated a distinctive skill set that extends beyond clinical dentistry. My strengths include exceptional leadership and organizational abilities, operational improvements, and patient-focused solutions that consistently drive productivity, morale, and patient satisfaction.

I have attached my resume for your review, detailing my professional achievements and qualifications. I would welcome the opportunity to discuss how my skills align with the goals and needs of your practice. Please feel free to contact me to arrange a conversation, either in person or over the phone.

Thank you for considering my application. I look forward to the possibility of contributing to the success of your team.

Sincerely,

Frendia Williams, DDS

PROFILE

Dr. Frenda Williams is a highly skilled Managing Dentist with a proven track record of successfully improving both the operational and clinical aspects of dental practices. Her expertise in policy development, staff management, and leadership has consistently boosted morale, productivity, and overall practice efficiency. Known for her resourcefulness and exceptional organizational abilities, Dr. Williams excels at assessing operational needs and crafting innovative, experience-driven solutions that reduce costs, enhance revenue, and maximize patient satisfaction.

A collaborative team member, Dr. Williams works seamlessly with colleagues and staff to ensure that every patient receives the highest standard of comprehensive care. With patient care and satisfaction at the forefront of her priorities, she is recognized for her outstanding communication skills with both patients and staff, fostering strong relationships and ensuring exceptional service at every level.

HOBBIES

Reading
Hiking
Traveling
Dog Training

Education

Doctor of Dental Surgery (DDS)

University of Maryland School of Dental Surgery | 1989 – 1993

Bachelor of Science in Zoology

North Carolina State University | 1985 – 1989

Core Competencies

- Comprehensive Patient Care
- Treatment Planning and Specialty Referrals
- Oral Diagnosis and Case Presentation
- Leadership and Mentorship
- Policy Development and Quality Assurance
- Advanced Clinical Skills (Restorative, Prosthodontics, Endodontics, Implant Restoration, and Pediatric Dentistry)

Professional Experience

Oral Diagnosing Dentist

California Family Dental Center | Apr 2021 – Present

- Provided comprehensive examinations and specialty referral examinations for Endodontics, Oral Surgery, and Periodontics.
- Developed and implemented protocols to improve new patient intake and radiographic procedures, reducing patient wait times and increasing efficiency.
- Assisted in creating in-office documentation to enhance protocols for IV Sedation patients, including post-operative care and medical consultation forms, improving communication with physicians for medically compromised patients.
- Streamlined workflow processes to increase the number of daily patients seen, allowing providers more time for chairside treatment and improving overall productivity.
- Facilitated improved patient communication regarding treatment options, leading to increased acceptance of upgraded treatment plans, including implants, bone grafting, ceramic crowns, and other advanced procedures.

Managing Dentist

Zak Dental Care at Long Beach | Jan 2017 – Apr 2020

- Perform comprehensive oral diagnoses, ensuring accurate treatment planning and specialty referrals.
- Provide patient care across all phases of general dentistry, including restorative, cosmetic, pediatric, endodontic, and prosthodontic procedures.
- Conduct in-depth treatment presentations, educating patients on their care options and developing personalized treatment plans.
- Collaborate with dental specialists to coordinate complex treatment plans for optimal patient outcomes.
- Mentor staff to ensure clinical excellence and adherence to practice policies, fostering a cohesive and productive team environment.
- Delivered comprehensive patient care with detailed treatment planning and specialist referrals.
- Trained and mentored newly hired dentists and support staff, fostering professional growth and enhancing team performance.
- Evaluated clinical staff performance, ensuring high standards of patient care through quality assurance protocols.
- Developed staff management procedures that improved practice productivity and morale.

District Doctor

Coast Dental | Oct 2013 – Jan 2017

- Provided mentorship and onsite training to newly hired dentists and support staff.
- Delivered comprehensive dental care across all phases of general dentistry, including restorative, pediatric, cosmetic, oral surgery, prosthodontics, and implant restoration.
- Implemented operational solutions that reduced costs, boosted revenue, and increased patient satisfaction.
- Oversaw quality assurance programs, internal audits, and clinical guideline compliance.

Associate Dentist and Oral Diagnosing Dentist

Dental Plus Dental Group | Mar 2000 – Sep 2012

- Performed comprehensive patient care, including diagnosis, treatment planning, and specialty referrals.
- Delivered high-quality care across all areas of dentistry: restorative, prosthodontics (fixed and removable), endodontics, oral surgery, implants, cosmetic dentistry, pediatric dentistry, and periodontics.

- Presented and discussed treatment plans with patients to ensure optimal outcomes.

Associate General Dentist

Aesthetic Dental Center of Beverly Hills | May 1997 – Mar 2000

- Provided all phases of general dentistry to a high-profile patient base in Beverly Hills.
- Delivered exceptional patient care with a focus on cosmetic dentistry, restorative procedures, and comprehensive treatment planning.

Lieutenant – General Dentist

United States Navy | Mar 1993 – May 1997

- Provided comprehensive dental care to enlisted personnel and their families at Rota Naval Base in Spain and the Marine Corps Recruit Depot in San Diego.
- Developed and implemented the first Pits and Fissure Sealant Course at the Marine Corps Recruit Depot.
- Authored the course handbook and established the Sealant Department from the ground up.

Certifications

DDS

DEA

REAL ESTATE BROKER

Hobbies

- Reading
- Hiking
- Traveling
- Dog Training