



Anaïs Ngondji



Chiropractic Assistant/Office Asissistant

Objective

Empathetic and detail-oriented Chiropractic Assistant with a completed Doctor of Chiropractic degree (licensure pending) and hands-on clinical and administrative experience. Passionate about neurofunctional wellness and empowering patients through education, support, and integrative care. Currently serving as a Neurofeedback and Biofeedback Technician and Chiropractic Assistant. Seeking to bring initiative, high energy, and excellence to a mission-driven chiropractic team.

Clinical & Technical Tools

- Proficient in accounting software.
- In-depth understanding of tax regulations and accounting standards.
- Ability to work with cross-functional teams and communicate effectively.

Skills & Systems

- Proficient in patient documentation platforms including Jane App and Chiro One
- Skilled in navigating electronic health records, appointment systems, and office productivity tools (Microsoft Office Suite)

WORK EXPERIENCE

► Chiropractic Assistant

Connect My Brain, LLC – Atlanta, GA

March 2025 – Present

- Deliver neurofeedback, biofeedback, and Interactive Metronome (IM) sessions to enhance cognitive regulation, motor timing, and autonomic balance
- Utilize advanced functional tools including NSI (NeuroSensorimotor Integration), NeuroTracker, and RightEye to assess and train visual tracking, cognitive load processing, and brain-eye coordination
- Educate patients on chiropractic principles and care plans
- Prepare intake forms, assist with scheduling, check-ins/outs, and follow-up calls
- Maintain a high-energy environment while supporting team operations
- Familiar with the Jane App for EHR and appointment management

► Chiropractic Intern

Connect My Brain, LLC – Atlanta, GA

Jan 2025 – March 2025

- Assisted lead chiropractor in patient assessments and spinal screenings
- Maintained SOAP notes and prepped treatment rooms
- Supported patient education on wellness principles
- Familiarized patients with Neurotracker and NSI



Clinical & Technical Tools

- Experienced in patient intake, SOAP documentation, and care plan coordination
- Familiar with diagnosis code entry and maintaining compliance in chiropractic and neurological care settings
- Able to support patient flow, treatment setup, and interdepartmental coordination in high-volume practices

Professional Traits

- Reliable
- Detail-oriented
- Highly coachable
- Open to feedback
- Team-first mindset
- Proactive in anticipating clinic needs
- Brings consistent positive energy
- Quick to adapt in evolving clinical environments
- Strong interpersonal communication skills
- Clear and compassionate with patient interactions

Contact

- 📞 706-538-8323
- ✉ anangon@live.com
- 📍 Atlanta, GA

WORK EXPERIENCE CONT.

► Chiropractic Intern

Integral Health Studio – Atlanta, GA

Jan 2025 – March 2025

- Shadowed chiropractic adjustments, patient consults, and neurology-focused evaluations
- Helped document medical histories and performed clinical follow-through on care protocols
- Verified insurance, managed patient flow, and supported marketing events and workshops
- Gained proficiency using the Chiro One database for administrative support
- Accurately input diagnosis codes and clinical notes into the platform to support billing and patient charting
- Received foundational training and hands-on exposure to neurofeedback protocols and brain-based care models

► Chiropractic Intern

Life University Clinics - Marietta, GA

March 2024 - December 2024

- Administered chiropractic care under faculty supervision
- Utilized Cox Flexion-Distractor tables for intradiscal pressure relief.
- Performed care plan review, tracked patient progress and consistently explained outcomes to patients
- Performed X-ray reviews and interpretations with faculty before presenting the report of findings to patients
- Maintained complete and timely SOAP documentation with proper diagnosis codes

EDUCATION

► Doctor of Chiropractic (Completed, Licensure Pending)

Life University – Marietta, GA |

Graduated: March 2025

► Bachelor of Science & Arts, Psychology

Georgia State University – Atlanta, GA |

Graduated: 2019