NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Pediatric Dental Assistant - Company / Location
2020 to present
- Checked the vital signs of over 5,000 children, following standard policies.
- Sterilized and disinfected medical instruments and general patient areas.
- Oversaw the installation of new medical equipment. This includes a state-of-the-art dentist chair and radiology tools.
- Trained 30 dental assistants in proper sterilization techniques.
- Arranged over 10,000 samples of composite, amalgam, and impressions.

Orthodontic Assistant - Company / Location
2018 to 2020
- Aided the orthodontist in the execution of treatment plans for over 10,000 patients.
- Maintained the front desk and greeted patients as they checked in.
- Helped set up 1,000 treatment procedures and guaranteed seamless care.
- Managed medical requests to and from 20 providers. That includes sending and receiving medical records.
- Analyzed diagnostic information by exposing and preparing radiological studies.

Project Experience
- **Improving Chair-Side Interactions**: tested out new methods of calming down patients.
- **Interacting with Children in a Medical Setting**: trained to handle kids in the clinic.
- **Color Theory and Healing**: conducted research on how colors affect children's recovery rates.

Education

Dental Assisting - Fox Valley Technical College
MONTH YEAR
- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL
May 2009
- GPA: LIST
- AWARD
- AWARD

Skills

Expertise
- Restorative dentistry
- SoftDent
- Oral surgery

- Teeth whitening
- 4-handed dentistry techniques

Licenses & Accreditations

Licenses Licenses & Accreditations
- Certified Pediatric Dental Assistant (CPDA)
- X-ray certification
- CPR (ARC)