

## RDA

### Professional Summary

I am a very dependable, hardworking team player. I get along easily with all types of people. As I pursue my career as a Dental Assistant I am looking for an experienced level position while I renew my RDA license.

### Licenses

X-Ray Certified

Certifications pending RDA, Coronal Polish and Pit and Fissure Sealant

Invisalign Certified

<

### Dental Skills

- 4-Handed Dentistry
- Preventative Care
- Instrument Sterilization
- Diagnostic X-Rays
- Infection Control
- Ortho
- Emergency Treatments
- Prosthetics/Restorations
- Prep for Oral Surgery
- Bleaching Trays
- Casts/Impressions
- Patient Education

### CHAIRSIDE SKILLS

- Prepare tray setups for dental procedures.
- Obtain dental records prior to appointments.
- Prepare patients for procedures - ensure comfort and develop trust; calm distressed patients; instruct patients on postoperative and general oral health care.
- Oversee cleanliness of operatories and instruments; insure safe/sanitary conditions using the autoclave, ultrasonic and dry heat instrument sterilization
- Assist dentist with extractions, fillings, RCTs, Implants, Crown Preps
- Assist hygiene and SRP cases

### general office skills

- Eaglesoft
- Dentrix
- Open Dental
- Microsoft Office
- Exceptional Phone Etiquette
- Scheduling

### Professional Experience

03/2014 to 04/2015

RDA Company Name 1/4 City , State

- Coordinated appointment schedules for both the dentist and oral surgeon.
- Routinely completed inventory, supply orders and restocked supplies. Greeted and prepared patients for dental examinations.
- Properly sterilized dental equipment and examination rooms in accordance with infection control policies.
- Correctly arranged instrument trays prior to dental procedures and surgeries.
- Proficiently assisted dentist with diagnostic, preventative, general, orthodontic, endodontic, surgical and periodontic procedures.

04/2013 to 12/2013

Dental Assistant Company Name 1/4 City , State

- Greeted and prepared patients for dental examinations.
- Properly sterilized dental equipment and examination rooms in accordance with infection control policies.
- Effectively operated x-ray machines and developed x-rays.
- Provided appropriate postoperative instructions as prescribed by dentist.
- Expertly filed patients' charts and processed billing and payments.

06/2012 to 12/2012

Dental Assistant Company Name 1/4 City , State

- Greeted and prepared patients for dental examinations.
- Properly sterilized dental equipment and examination rooms in accordance with infection control policies.

- Accurately collected and recorded patient medical and dental histories.

#### Education and Training

2012

Dental Assisting Program Kaplan College i¼ City , State

[Honors GPA 3.85](#)

2014

Invisalign Training i¼ City , State

2015

iTERO Training i¼ City , State

2015

Kor Whitening Training i¼ City , State

Community Service

- Dentistry From the Heart - Free Dentistry
- CEA Dental Convention - Greeter, Collected Surveys
- Kaplan Student Leaders - Feeding America, Blood Drive