

Summary

A passionate Health and Dental Education professional seeks full-time employment utilizing my Doctorate in Health Education while combining my years of clinical experience in the field of Dentistry. My ultimate career goal is to continue designing and implementing Educational content, and company policy and procedures.

Skills

- Organizational skills
  - MS Office
  - Microsoft Office
  - Problem resolution
  - Team building
  - Customer service
  - Project planning
- Friendly, positive attitude
  - Collaboration
  - Communication
  - Working collaboratively
  - Reliable and trustworthy
  - Multitasking

Experience

Director of Health Education & Health Education, 05/2021 to Current

OMS- TMJ Services – City, STATE

- Created staffing and facility requirements and job descriptions to support company staffing needs
- Designed and implemented company policy and procedures
- Designed Continuing Education Courses for Dental Professionals and obtained state approval
- Acted at a liaison between Clinician within the company Network to ensure Medical Marketing techniques were known, understood and implemented into their practices
- Designed health education content and powerpoint lectures to conduct Lunch & Learns for Medical and Dental Practices
- Conducted weekly routine site visits medical and dental facilities to gain potential referral sources to our practice
- Obtained signed licensure agreements with Network Providers to utilize a patented FDA cleared medical device within their practice
- Organized and maintained licensure renewals with Network Providers
- Provided Health/Dental Education related to TMJ/TMD to potential referral sources and potential Network Providers

Owner/Instructor, 08/2015 to Current

CPR & Health Education Services – City, STATE

- Actively supported all campus new student enrollment and continuing student retention efforts as well as collaborates with all campus departments as necessary to promote student success and achieve campus objectives.
- Screened, interviewed, hired and evaluated faculty to ensure they are aware of performance expectations in the appropriate areas of responsibility.
- Evaluated the performance of faculty each year to ensure quality presentation of classroom curriculum.
- Addressed issues related to faculty and staff performance, student behavior, and campus operations immediately as they occur.
- Conducted, reviewed and discussed student evaluations (Student Opinion Poll course data), as well as class observation data, with faculty each quarter to improve teaching and other aspects of performance.
- Manages academic advising, student tutoring in basic subjects, developmental math and English, and other educational support programs and services.
- Conducted effective new student orientations, including introduction to online learning, to familiarize adult learners with University policies, procedures, and services.
- Ensured timely program completion by collaboratively scheduling classes when students need them, sharing faculty with other campuses and Strayer University Online, and creating and maintaining annual campus class schedules at all times.
- Taught the following courses both online and onsite:

Managerial Epidemiology Health Service Administration Capstone

Health Finance Management Adult Learning Theory

Education and the Law

Public Health Educator/Expanded Function Dental Assistant, 05/2019 to 05/2020

Chrysalis Oral Health Alliance – City, STATE

- Educated patients on postoperative and general oral health care while providing quality treatment
- Served as Office OSHA coordinator
- Maintained office BLS Healthcare Provider CPR serving as CPR Instructor
- Performed expanded function duties by completing filling restorations and other duties specific to advanced duties
- Conducted Public Health Presentations to potential patient populations vulnerable to being in need of Financial Assistance with obtaining dental healthcare
- Performed daily expanded function duties such as coronal polishing, completing filling restorations and assisting the clinician with both general and Oral Surgical procedures
- Exposed dental diagnostic x-rays.
- Participated in routine Open Health Assessment days with local Medical clinics serving the underserved to route patients in need to our Non-Profit Dental Clinic
- Maintained and Ensured both HIPA and OSHA requirements were followed within the practice at all times
- Sanitized equipment, cleaned treatment rooms and restocked supplies after each patient's treatment to maintain cleanliness and prepare for next patient.
- Gathered and reviewed patient records, data and health history to share with dentists for quick and accurate patient assessments, diagnoses and treatment.
- Created dental x-rays using traditional and digital methods to help dentists detect tooth decay, cavities and other issues needing to be treated.
- Entered patient data into dental records system and observed confidentiality rules to maintain patient privacy.
- Built loyal patient following and retained return patients by providing empathetic and caring service.
- Sterilized Instruments, exam chair, trays and surfaces for clean and safe dental office.

Education and Training

Doctorate in Health Education: Health Education, 02/2012

A. T. Still University - Kirksville, MO

Master of Science: Health Education, 12/2008

Western Governors University - Salt Lake City, UT

Bachelor of Science: Liberal Arts And General Studies, 12/1998

Belmont University - Nashville, TN

Technical Degree in Dental Technology: Dental Technology-Dental Assisting, 12/1995

Hinds Community College - Raymond, MS

Certifications

Expanded Function Registered Dental Assistant  
BLS Healthcare Provider and Heartsaver CPR Instructor