

# Hello

## I'm Maria Francis Ybarra

1530 Turf Drive  
Henderson NV, 89002  
(702) 606-7963  
mariafybarra22@gmail.com

## Skills

Attention to detail, Knowledge of computer software, such as Excel, Strong written and verbal communication skills, Fast typing, Accurate data entry, Ability to work independently, Editing skills, Ability to think analytically, Ability to work under pressure.

## Experience

FEBRUARY 2019 - PRESENT

### **Opportunity Village, 451 E Lake Mead Pkwy, Henderson NV. 89015 – *Data Entry***

- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- Transferring data from paper formats into computer files or database systems.
- Accurately enter data into corresponding fields within various software programs.
- Identify and correct data entry errors using appropriate quality control methods.
- Manage and organize records and files.

SEPTEMBER 2019 - JANUARY 2020

### **SunBrite Dental, Las Vegas NV – *Dental Assistant***

- Prepares a treatment room for patients by following prescribed procedures and protocols.
- Taking dental radiographs (x-rays)
- Prepare tray setups for dental procedures.
- Welcomed patients into the treatment room with a warm and friendly demeanor.
- Assisted dentist in dental procedures such as fillings, root canals, crowns, dentures, and extraction.
- Taking Impressions.
- Handed tools to the dentist as requested by either direct speech or non-verbal cues.
- Input treatment plan.
- Clean and Sterilize and process instruments consistent with established guidelines.
- Taking Vital Signs.
- Assisting dental hygienists with procedures when necessary.
- Recording treatment.
- Giving patients information on dental hygiene, oral health care, and plaque control programs.

FEBRUARY 2019 - SEPTEMBER 2019

**Spectrum Dental, Las Vegas NV** – *Dental Assistant*

- Preparing patients for dental work.
- Helping with infection control by sterilizing and disinfecting instrument trays, preparing materials, and assisting with dental procedures.
- Providing great patient care.
- Collecting and recording medical and dental histories and patient vital signs.
- Exposing dental x-ray from dental diagnostics and caring for dental x-ray equipment.
- Ordering dental supplies and maintaining dental equipment inventory.
- Assisting dentists in managing medical and dental.
- Fabricating temporary restorations and custom impressions from preliminary impressions.
- Providing postoperative instructions as directed by the dentist.

## Education

JULY 2017 - OCTOBER 2017

**Henderson Dental Assistant School** – *Valle Verde Henderson NV.*

JUNE 1999 - APRIL 2004

**Holy Angel University** – *Angeles City, Philippines*