

Robert Smith

Lead Head Dental Assistant

PERSONAL STATEMENT

To obtain a clinical assistant or front office position where education and proven accomplishments will enable to contribute to a medical or dental office.

WORK EXPERIENCE

Lead Head Dental Assistant

ABC Corporation - September 2010 - June 2011

Responsibilities:

- Assisted doctor with patient treatments.
- Set up procedure trays, took and recorded radio graphs. Did treatment planning according to Dr.s recommendations.
- Did sterilization to Osha specifications.
- Ordered office supplies, Inventory control of laboratory and procedure supplies.
- Responsible for in coming and out going of patience laboratory prostodontic orders.
- Controlled flow of staff to patient care.
- Checked insurance information, patient scheduling, record keeping.

Head Dental Assistant

Delta Corporation - 2005 - 2010

Responsibilities:

- Clinical; Prepared patients both physically and emotionally for examinations and procedures.
- Took vital signs health history and x-rays.
- Prophed patients before Dr.
- sat with pt.
- Charting pathological conditions and existing dental work.
- Set up trays for procedures, sterilization in compliance with Osha guidelines.
- Administrative; Routine office procedures such as scheduling and confirming appointments. Retrieving and filing patients records.

Education

High School Diploma - (Pasadena High School)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Leadership,
Management, Customer
Service, Sales, Team
Player.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)