

Objective

To obtain a Head Dental Assistant position to utilize various skills and personable nature which help to develop the company.

Skills

Management, Organizing.

Work Experience

Head Dental Assistant III

ABC Corporation - August 1999 – October 2006

- Prepares wax bite blocks and impression trays for use.
- Adjusts dental appliances to produce and maintain normal function.
- Provides patients with proposed treatment plans and cost estimates.
- Records and reviews patient medical histories.
- Exposes and develops x-ray film Chart conditions of decay and disease for diagnosis and treatment by dentist.
- Maintains patient recall system Remove sutures and dressings.
- Makes impressions for study casts.

Head Dental Assistant

Delta Corporation - 1998 – 1999

- Treatment plan coordinator, calculations of patient's shares, general assisting, managed supply list and orders.
- Seating patients, Assisted dentist with dental procedures chair side (oral surgery, endodontics, prosthodontics, restorations, orthodontics) x-rays.
- Assist the Dr chairside (office/OR) Order supplies Take and scan digital xrays.
- Organized calendars, schedules appointments, and helped to train and mentor new staff members Processed orders for medical supplies and assisted.
- Chair side assisting Impressions/temporary crowns/pour models/composite fillings Medical charting Assist with root canals X-rays Lab work Patient/.
- Duties included seating patients in the treatment area, passing requested instruments to the dentist during dental procedures, sterilization and.
- Proficiently arrange dental instruments and materials for chair side and doctor tray Assist Dentist in conducting four-handed chair side procedures.

Education

Registered Dental Assistant In Dental - 1988(Cerritos College - Norwalk, CA)