

ROBERT SMITH

Associate Head Dental Assistant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To obtain a four-handed/chair side dental assistant position along with working in a high pace office environment that will challenge to strive and achieve the absolute best of abilities commensurate 14 years of experience.

CORE COMPETENCIES

Management, Organsizing.

PROFESSIONAL EXPERIENCE

Associate Head Dental Assistant

ABC Corporation - September 2000 – March 2013

Key Deliverables:

- Responsible for all dental supply ordering for the entire office, meeting with all dental supply representatives and scheduling of employee hours for the month.
- Highly experienced with four handed chair side dental assisting.
- Highly knowledgeable in dental lab work involving in-office full and partial denture prosthetics.
- Highly experienced in making chair side temporary prosthetics for crown and bridge work.
- Assisted chair side for over a year with an oral surgeon that our office hired as an associate.
- Took alginate impressions for denture prosthetic.
- Trained for in office deep bleaching as well as highly skilled in making personal take home bleaching trays for Nite white or Day white bleaching systems.

Head Dental Assistant

Delta Corporation - 1998 – 2000

Key Deliverables:

- Four-handed chair side assistance Resin composite fillings, amalgam fillings, crown preps, packing retraction cord, making and trimming temporary .
- All laboratory procedures including taking alginate impressions, pouring and mounting study models, making bleach trays and taking care of weekly and .
- Included but not limited to Expanded duties assisting, sterilization, setting up and cleaning opratories, training new employees, worked effectively .
- Weekly inventory of supplies & rotating product, shared weekly Friday chores rotation, dependable, professional, excellent work ethics.
- Assembled a training manual for the new dental assistants.
- Salary 18.00 USD per hour Supervisor Linda Helms (912) 786- 9433 Hours per week 32+ Chair side Assist during procedures Crown Preparations, .

ROBERT SMITH

Associate Head Dental Assistant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

- Took and Developed x-rays Fabricated temporaries Clerical duties answering phones, filing insurance claims, filing patient charts, scheduling, .

EDUCATION

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

