

Sr. Dental Hygienist

ROBERT SMITH

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Objective

To work as a team player for the right company seeking dependable employees. Looking to use my past skills and experience in Medicaid and provider and client assistance fields in order to help the company advance. Detail- oriented and driven with expertise in problem solving and managing daily office functions. Administrative professional offering excellent communication and computer skills. Meets deadlines and works with a high level of multicultural awareness and adaptability.

Skills

four handed dentistry.

Work Experience

Sr. Dental Hygienist

ABC Corporation - May 1990 - October 2002

- Performed dental hygiene for inmates in a prison setting.
- Maintained dental records for each patient, scheduled appointments, performed dental screening for each inmate within 3 days of his/her arrival at facility, conducted oral hygiene classes for inmates.
- Set up examination room and dental trays in preparation for examinations and procedures.
- Successfully assisted the dentist by performing four-handed dentistry and other chair-side duties.
- Educated patients about proper oral hygiene and plaque control procedures.
- Successfully completed OSHA, ADA and HIPAA compliance trainings.
- Cleaned stains, calcareous deposits and accretions from teeth and beneath margins of gums.

Dental Hygienist

ABC Corporation - 1987 - 1990

- Taking medical histories, performing oral exams, charting existing restorations and missing teeth, periodontal charting, checking for suspicious lesions and caries, exposing dental x-ray film, developing and mounting dental x-rays, taking impressions.
- Suture removal, nutritional counseling, using disclosing solution, sealants, flossing, and brushing instruction, instruction in use of supplemental oral hygiene devices, disinfecting sterilization of instruments and dental units.
- OTHER EXPERIENCE I have managerial experience conducting duties as an office manager.
- Filled in as the office manager on multiple occasions during the primary office managers leave of absences.
- Tasks included but not limited to managing patient appointment schedules, supply restocking, office supplies, insurance filing, and accounting duties for the Dr.
- Moore.
- LANGUAGES English and Spanish.

Education