

ROBERT SMITH

Head Dental Assistant I

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Looking to obtain a Head Dental Assistant position that will require to utilize strong people skills, organizational abilities, problem solving abilities and general office skills to contribute to greater office efficiency and productivity.

EXPERIENCE

Head Dental Assistant I

ABC Corporation - JULY 2012 - MARCH 2015

- Prepares tools, equipment and materials - takes x-rays of patients teeth for diagnostic purposes.
- Keeps doctors instruments disinfected and laid out for use.
- Assists with procedures -Handed tools, used suction and swabs, applied topical anesthetics.
- Keeps orderly and accurate patient records of treatment information and medical and dental history.
- Instructs patients regarding general home care.
- Gives postoperative procedures -Handles some bills and payments.
- manages all supplies, purchases and inventory for clinic.

Head Dental Assistant

Delta Corporation - 2010 - 2012

- Answers 3 phones.
- runs copier and fax machine -Provides assistance to doctor/hygienist in a variety of dental treatment procedures - Prepares tools, equipment and materials - Takes x-rays of patients teeth for diagnostic purposes.
- Keeps doctors instruments sterilized and laid out for use at all times and assisted with procedures - Hands tools, used suction and swabs, applies topical anesthetics.
- Keeps orderly and accurate patient records of treatment information and medical and dental history.
- Instructs patients regarding general home care postoperative procedures.
- Handles some billing and payments.
- Primarily manages supplies, purchases and inventory for clinic.

EDUCATION

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



SKILLS

Customer Service, Computer Softwares, Billing, Payroll, 10 Key.