

# ROBERT SMITH

## Sr. Head Dental Assistant

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### SUMMARY

To secure a Head Dental Assistant position utilizing the work experience to develop organization.

### CORE COMPETENCIES

Management, Organizing.

### PROFESSIONAL EXPERIENCE

#### Sr. Head Dental Assistant

ABC Corporation - May 2010 – February 2012

##### Key Deliverables:

- Follows up with patients post treatment.
- Reviews and records patients medical histories.
- Charts conditions of decay and disease for diagnosis and treatment by Dentist.
- Orders and monitors office and dental supplies.
- Ensures patients get positive Dental experience.
- Gives treatment to patients in order to produce comfort, education and motivation to patients.
- Ensures compliance with both Federal and State rules and regulations regarding disease prevention and infection control.

#### Head Dental Assistant

Delta Corporation - 2008 – 2010

##### Key Deliverables:

- Chair side assist Dr Guard with all restorative procedures Maintain the maintenance of office and equipment by dealing with repair men Ordering, Zoom,.
- Teach Dental Assisting to new employee with no Dental experience while doing all the other tasks.
- Assisting Dentist and hygienist.
- Duplicating and Processing Radiograph films.
- Writing and Processing Insurance Referrals.
- Responsible for care and maintenance of equipment, Inventory and requisitioning of dental supplies and equipment.
- taking x-rays, chairside duties, fabricating temporary crowns, taking impressions, placing supply orders.

### EDUCATION

- Doctoral - September 2003(El Bosque University)