

# Head Dental Assistant

## ROBERT SMITH

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### Objective

To obtain a position as Head Dental Assistant Specialist with UTMB, that will allow to utilize organizational & communication skills to contribute to a safe and efficient working environment.

### Skills

MS Office, Management.

### Work Experience

#### Head Dental Assistant

**ABC Corporation** - September 2011 - May 2015

- Orders, stocks, and supplies of all dental and office supplies.
- Assists with four handed dentistry.
- Composites and amalgam restorations.
- Fixes and removes prosthodontics.
- Restores implants after placement.
- Extractions, diagnostic impressions, pouring and trimming of dental casts.
- Fabricates of custom impression trays.

#### Head Dental Assistant

**Delta Corporation** - 2006 - 2011

- Include Insuring that everything runs smoothly & on schedule in the back office.
- Assessing patient concerns & problems with compassion, reviewing patient charts & entering all updates & entries into the computer software, ensuring .
- A new computer software was recently implemented; I was able to troubleshoot & navigate the new system in a short period of time with very minimal .
- Continue to learn something new every day in regards to the new computer system.
- duties same as above including lab procedures, polishing amalgam restorations, placing matrix bands, polishing coronal surfaces, all back office .
- Assisted in all procedures Xrays Assisted with all Implant procedures Assisted up front when needed Branemark certified.
- Perform all Dental Expanded Duties, OSHA Compliance Coordinator for both locations, in-charge of all ordering for both locations.

### Education

- June 2009(One College Lane - Weyers Cave, VA)