

Robert Smith

Head Dental Assistant

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

SUMMARY

Head Dental Assistant is to plan, coordinate, implement and monitor the health, dental and safety services of the agency according to the Head Start Performance Standards, Ohio department of Jobs and Family Services (ODJFS) and other regulations, policies and procedures.

SKILLS

Microsoft Office Proficient, Quick Books, Medical experience.

WORK EXPERIENCE

Head Dental Assistant

ABC Corporation - 2006 - 2007

- Assisted opening practice ordering supplies, developed and executed back office systems.
- Reviews patient record if available and, using standard practices and procedural instructions as a guide,
- Determines what instruments and materials will probably be needed and lays them out.
- Passes equipment to the dentist upon request. Prepares patient for dentist by seating patient, adjusting chair for convenient angle, and draping patient and in the case of children, calms and reassures the patient so work can proceed expeditiously.
- Schedules all patients, determining time intervals according to type of work to be done and the probability of the dentist being able to treat more than one patient at a time
- Operates a conventional dental radiographic machine to make intra-oral, periapical, bite wing and occlusal images, a cephalometric radiographic machine to make various extra-oral images.
- Places and positions suction tubes in patients mouth using standard practice and following dentists instructions.

Head Dental Assistant

Delta Corporation - 2005 - 2010

- Assisted opening office, established and developed back office systems.
- Created a back office manual with procedures and setups.
- OSHA coordinator; instructed and trained new staff with no dental experience.
- Introduced new technology to staff.
- Assisted in operative, endo, oral surgery, ortho, and perio.
- Ordered supplies.
- Trained 15 prospective students to be dental assistants.

EDUCATION

Pre-Dental - (Montgomery College - Rockville, MD)