

# Rhianna Latshaw

## Dental Assistant/Office Manager

I am an expanded functions dental assistant with 21 years of experience. I was the office manager of a practice I had been a part of for 17 years. I have my dental radiographer license and I am certified for coronal polish and fluoride.

### Experience

#### Dental Assistant/Office Manager

MB Dental - Dr. Amanda Bourff

March 2004 - July 2021

- \* Practice sees 20 - 30 patients per day
- \* Chairside assisting
- \* Officer manager duties
- \* Taking digital radiographs
- \* Impressions
- \* Pouring and trimming models
- \* CEREC scanning, design, milling and firing
- \* Fabrication of temporary crowns, night guards, custom and bleach trays
- \* Periodontal charting
- \* Sterilization
- \* Zoom! In office whitening
- \* Boost in-office whitening
- \* Coronal polish and fluoride applications
- \* Patient insurance verification, insurance issues, billing , collection,
- \* Patient scheduling, treatment planning, and supply ordering
- \* Scheduling staff OSHA, HIPPA, and CPR courses
- \* Maintaining staff OSHA and HIPPA records
- \* Recording employee injury reports and scheduling follow-up care
- \* Handling minor IT problems and scheduling IT work via email
- \* Maintaining handpiece repair logs and weekly spore strip testing of sterilizers
- \* Handling all aspects of Invisalign (impressions, photos online lab forms)
- \* Communicating with patients, sales reps and problem solving in all office areas



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## Dental Assistant

Michael M. Spees, DDS

August 2003 - February 2004

- \* Practice sees over 20 patients per day
- \* Chairside assisting
- \* Taking and developing radiographs (dip tanks)
- \* Impressions
- \* Fabrication of bleach trays and night guards
- \* Periodontal charting
- \* Sterilization
- \* Patient insurance verification, insurance issues, and collection letters

## Dental Assistant

Drs. Kilgore & Taube

July 2000 - August 2003

- \* Practice sees over 20 patients per day
- \* Chairside assisting
- \* Impressions
- \* Fabrication of night guards, custom and bleach trays
- \* Taking and developing radiographs
- \* Periodontal charting
- \* Patient scheduling, billing, collections, and insurance issues

## Education

## Web Development

Eleven Fifty Academy

July 2021 - October 2021

- HTML
- CSS
- Javascript
- Web Applications
- User Experience
- Full Stack Projects

## Dental Assisting

Professional Careers Institute

August 2000 - May 2002

May 2002 graduate, program emphasized clinical, laboratory and administrative training.

## Pre-Fine Arts

Jon Herron School of Art

August 1998 - May 2000

Major in Pre-Fine Arts, Minor in Art History

## High School Student

Danville Community High School

August 1995 - May 1998

Majored in English, Math and Art

## Certifications

Dental Radiographer License, Indiana

Coronal Polish and Fluoride Certified, IUSD

Expanded Functions Dental Assistant, IUSD

CEREC Levels 1-3, Scottsdale, AZ

Invisalign Essentials 1, Chicago, IL

Fast braces, Dallas, TX

Hornbrooke Group Functional Anterior Esthetics, Chicago. IL

Hornbrooke Group Full Mouth Synergy, Louisville, KY

Larry Rosenthal Anterior Esthetics, Indpls, IN



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