

# Jessica Claire

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## PROFESSIONAL SUMMARY

Experienced Dental Hygienist seeking part time position in Angola Indiana. Extensive Soft Tissue Management experience and truly appreciate teamwork and good communication. I am very able AND willing to assist in all aspects of front and back office duties. I have digital radiograph and chartless clinical experience. Very computer literate.

## SKILLS

- Scaling and root planing
- Pediatric/geriatric care
- Oral cancer screenings
- Prophylaxis
- Fluoride treatments
- Digital radiographs
- Eaglesoft, Dentrix proficient
- Patient education
- Keeping patients comfortable
- ALS trained
- Alginate impression expertise
- Superior/gentle patient care
- Accurate model trimming
- Nutrition counseling

## WORK HISTORY

### SUBSTITUTE DENTAL HYGIENIST 2013 to CURRENT

#### Jordan Valley Community Health Center | Lebanon, MO,

- Educate patients about proper oral hygiene and plaque control procedures.
- Maintain proper universal precautions and infection control procedures at all times.
- Clean stains, calcareous deposits and accretions from teeth and beneath margins of gums.
- Examine gums with probes, and identify periodontal recessed gums and signs of gum disease.
- Detect and visually examine gums to detect any sores or signs of disease.
- Perform oral cancer checks by feeling lymph nodes to detect swelling or tenderness.
- Skillfully use hand instruments, ultrasonic scaler and prophy handpieces to remove hard deposits and stains from teeth.
- Administer and manage successful Soft Tissue Management programs.

### DENTAL HYGIENIST/DENTAL ASSISTANT/OFFICE MANAGER 2002 to 01/2013

#### Jordan Valley Community Health Center | Marshfield, MO,

- Hygiene Duties: Implemented successful soft tissue management program, provided new patient screenings, periodontal charting and assessment , patient education, alginate impressions, pouring/trimming models, fabrication and delivery of whitening trays, scaling/root planing, Arestin, Oraquix and local anesthesia administration, periodontal maintenance , prophylaxis, fluoride, sealants, digital radiograph exposure and modification
- Dental Assisting: Chairside assisting as needed for exams, composite and amalgam fillings, extractions, crown and bridge
- Managerial Duties: Implemented effective recall system, computer scheduling and treatment planning, performed daily opening/closing duties, verifying and maximizing patient insurance, data entry, bookkeeping , patient billing, claim processing, payment processing including Care Credit, greeting patients, presenting treatment plans, payroll processing, inventory control/ordering, computer training, interviewing and hiring staff

### DENTAL HYGIENIST AND OFFICE MANAGER 10/2001 to 05/2002

#### Dr. Thomas Endicott, D.D.S. | City, STATE,

- Hygiene duties: Trained hygiene assistant, initiated computerized recall system, implemented profitable soft tissue management program , performed preventive therapy and periodontal maintenance, placed sealants, administered fluoride, provided patient education, exposed and developed x-rays, panoramic and intra-oral, whitening impressions and sales, treatment planning
- Managerial duties: employee training, insurance billing, scheduling, re-structured/increased collections, politely answered phones and scheduled or confirmed office appointments and treatment.

### DENTAL HYGIENIST - DENTRIX SOFTWARE 09/1997 to 02/1999

#### Dr. Hyrum G. Hatch | City, STATE,

- Soft tissue management and preventive treatment, periodontal care and maintenance, adept with whitening impressions and sales, fluoride treatments, intraoral and panoramic radiograph exposure and developing, sealant placement, treatment planning and scheduling, effectively providing quality, individualized patient care.

- Routine administration of local anesthesia and nitrous oxide.
- Supervised recall program and provided computer training of new employees.

#### DENTAL HYGIENIST

06/1996 to 03/2001

##### Southwest Dental Group | City, STATE,

- increased production goals, effective prophylaxis, scaling and root planing, irrigation, fluoride and sealant placement, periodontal education and maintenance, intraoral and panoramic radiograph exposure and developing, duplication of radiographs, instrument sterilization, routine administration of local anesthesia and nitrous oxide.

#### DENTAL HYGIENIST

09/1996 to 03/2001

##### Valley Dental Care | City, STATE,

- Periodontal treatment and maintenance with daily administration of local anesthesia and nitrous oxide, general preventive care included scaling, polishing, fluoride treatments, radiographs, sealants, treatment planing and sterilization.

#### EDUCATION

##### Bachelor of Science | Dental Hygiene

1996

##### Indiana University Northwest, Gary, IN

GPA:

- Top 10% of class

#### CERTIFICATIONS

Indiana Dental Hygiene License

Current CPR Certification

#### ADDITIONAL SKILLS

Office management, staff training, dental assisting, sterilization, lab work, inventory control, treatment planning/presentation, employee supervision, bookkeeping, typing, filing, appointment scheduling, computer training, data entry, insurance benefit verification, all front office duties, billing, bookkeeping, opening/closing office, computer training, data entry, hiring/training staff, insurance estimates, Excel, Word, Quickbooks and payroll processing

#### OTHER INTERESTS

- reading, nutrition, computer usage, physical fitness, hiking, swimming, yoga, silversmith and jewelry design