

JESSICA CLAIRE

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📍 Montgomery Street, San Francisco, CA 94105



PROFESSIONAL SUMMARY

Talented Dental Hygienist with 12+ years experience in the dental field. Looking to expand my career into an administrative role in a healthcare facility.

LICENSES

Licensed in the State of Wisconsin
Dental Hygiene
AHA Healthcare Provider CPR Certification
Licensed in the State of Wisconsin
Administer Local Anesthesia

SKILL HIGHLIGHTS

- Appointment scheduling proficiency
- Computer charting
- Dental office expertise
- Infection Control (ICE)
- OSHA training
- Diagnostic aids
- Dental records management
- Dental equipment maintenance

EDUCATION AND TRAINING

WCTC(Waukesha County Technical College)

Waukesha, WI • 2002 – 2004

Associate Degree: Dental Hygiene

GPA: 3.5

Coursework in Dental Hygiene

Madison Business College

Madison, WI • 2000

– 2002

NA: Administration

Assistant - GPA: 3.0

Office Administration

coursework. Typing

speed was not

proficient enough to

earn an Associate

Degree but did

complete all

coursework

PROFESSIONAL EXPERIENCE

Forward Dental - PT Registered Dental Hygienist

City, STATE, • • 03/2014 - Current

Greeted and prepared patients for dental examinations. Properly sterilized dental equipment and examination rooms in accordance with infection control policies. Coordinated appointment schedules for both the dentist and oral surgeon. Routinely completed inventory, supply orders and restocked supplies. Thoroughly gathered and recorded medical and dental histories and vital signs of patients. Accurately collected and recorded patient medical and dental histories. Educated patients about proper oral hygiene and prevention of dental diseases. Expertly charted conditions of decay and disease to prepare for diagnosis and treatment by dentist. Expertly managed difficult or emotional patient situations and responded promptly to patient needs.

Smiles4Life - PT Registered Dental Hygienist

City, STATE, • • 06/2013 - 05/2014

Routinely completed inventory, supply orders and restocked supplies. Expertly filed patients' charts and processed billing and payments. Managed invoices and transaction receipts. Educated patients about proper oral hygiene. Scaled, polished and applied sealants and fluorides. Actively participated in outreach programs for uninsured and underinsured children. Expertly managed difficult or emotional patient situations and responded promptly to patient needs. Regularly planned and coordinated public dental health programs.

Frehner Family Dental - on call Registered Dental Hygienist

City, STATE, • • 2005 - Current

Examined teeth and gum with appropriate dental instruments, x-rays and other diagnostic equipment. Consistently followed protocols regarding quality assurance. Educated patients about proper oral hygiene and prevention of dental diseases.

Dental Express - On Call Registered Dental Hygienist

City, STATE, • • 2005 - Current

- Educated patients about proper oral hygiene and prevention of dental diseases. Scaled, polished and applied sealants and fluorides. Examined teeth and gum with appropriate dental instruments, x-rays and other diagnostic equipment.

Seal A Smile - PT Registered Dental Hygienist

City, STATE, United States • • 06/2011 - 05/2012

Regularly planned and coordinated public dental health programs. Educated patients regarding preventive dental care, plaque control, causes and treatment of dental problems and oral healthcare services. Recommended products and devices for patients' home care. Expertly managed difficult or emotional patient situations and responded promptly to patient needs. Actively participated in outreach programs for uninsured and underinsured children. Scaled, polished and applied sealants and fluorides. Applied fluorides or other cavity-prevention agents to inhibit tooth decay. Educated patients about proper oral hygiene and prevention of dental diseases.

Complete Mobile Dentistry - PT Dental Assistant/Dental Hygienist

City, STATE, • • 08/2003 - 02/2009

Travel RDH to various Military Bases for Pre Deployment screenings. Proficiently assisted dentist with diagnostic, preventative, general procedures. Managed invoices and transaction receipts. Gently and skillfully took and developed radiographs. Educated patients regarding preventive dental care, plaque control, causes and treatment of dental problems and oral healthcare services.

Midwest Dental - FT Dental Hygienist

City, STATE, • • 02/2006 - 03/2010

Taught staff about the latest dental research and techniques. Educated patients regarding preventive dental care, plaque control, causes and treatment of dental problems and oral healthcare services. Examined teeth and gum with appropriate dental instruments, x-rays and other diagnostic equipment. Properly administered general and local anesthetics to lessen pain and discomfort. Consistently followed protocols regarding quality assurance, biohazards, infection control, charting and

emergencies. Implemented irrigation and desensitizing procedures or products as adjunctive to periodontal therapy. Expertly managed difficult or emotional patient situations and responded promptly to patient needs. Examined patients' head, neck and oral cavity for signs of disease. Gently and skillfully took and developed radiographs. Actively participated in outreach programs for uninsured and underinsured children. Educated patients about proper oral hygiene and prevention of dental diseases. Accurately collected and recorded patient medical and dental histories. Expertly filed patients' charts and processed billing and payments. Thoroughly gathered and recorded medical and dental histories and vital signs of patients. Routinely completed inventory, supply orders and restocked supplies.

COMMUNITY SERVICE

Fowler Free Dental Clinic, Monroe, WI

- School Based Sealant Program
- Registered Dental Hygienist Volunteer
- Annual Fundraisers

Mission Of Mercy

- Volunteer time as a Dental Hygienist
- Patient Education

Sealant Programs Through Various Dental Clinics

- Place Sealants
- Fluoride Treatments
- Patient Education

Volunteer my time within the Community for benefits/fundraisers

- Advertisement
- Design flyers and t-shirts
- Communication with Community in regards to donations and support

Hygiene Mentor for Midwest Dental of Northern Illinois

- Conduct monthly meetings voluntarily
- Educate co-workers on new and upcoming Hygiene topics
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ACCOMPLISHMENTS

- *Community Health Volunteer*
- *Completed Several Seminars for Effective Communication*
- *Work Independently and as Team Player*
- *Worked in all aspects of a General Dentistry Practice*

SKILLS

CPR Certified
OSHA Compliance
HIPAA Privacy Act
Properly disposed of daily biohazard waste in compliance with federal and local regulations.
Patient Education
Grant Writing and Contract Negotiations
Budget Development
Administer Local Anesthesia