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Description generated with high confidence

CERTIFIED DENTAL ASSISTANT

2017  
*Dental Assisting National Board*

A.A. DENTAL ASSISTANT  
*Trident Technical College, Hartford, CT / 2013*

from Resume Genius

* Scheduled appointments and sent reminders using Appointee scheduling software, filled in insurance documents, prepared bills, and received payment for dental services
* Made preliminary impressions and occlusal registrations for mounting study casts, and mastered pouring, trimming, and polishing study casts
* Fabricated and fit orthodontic appliances for patients, including bands, wires, and retainers
* Cleaned teeth with dental instruments and finished with applications of fluoride

45 Winfield Drive Charleston, SC 90764

000 . 123 . 456 . 789

DENTAL

ASSISTANT

HamiltonA@gmail.com

Dental assistant with 5+ years of experience in providing efficient and competent service in busy dental clinics. Able to handle all necessary assistant duties without supervision. Possess a 2017 DANB certification, a Dental Assistant Associate Degree and a Dental Hygienist Bachelor's Degree. Provide superb customer service, ensuring patient retention and loyalty.

CAREER OBJECTIVE

EDUCATION

B.S. DENTAL HYGIENIST   
*Trident Technical College, Hartford, CT / 2015*

KEY SKILLS

Team Leadership

Henry Schein Dentrix Software

Microsoft Office Suite

Dental Tools

Excellent Bedside Manner

Collaboration

CERTIFICATIONS

PROFESSIONAL EXPERIENCE

CERTIFIED DENTAL ASSISTANT   
*Smiley’s Dental Clinic, Orlando, FL / 2016 - Present*

* Prepare 15 patients daily to undergo dental procedures, and assist dentist with sterilizing instruments, setting up instrument trays, and preparing materials
* Expose intraoral dental diagnostic x-rays in accordance with all guidelines to ensure patient safety
* Take and record patient medical and dental histories and vital signs, and record treatment information in patient records with 100% accuracy
* Monitor dental supplies and equipment inventory and make orders, achieving 5% reduction in expenses by discovering new suppliers

AWARDS

CUM LAUDE / 2015 / Trident Technical College

EMPLOYEE OF THE MONTH May 2018

Smiley's Dental Clinic

REGISTERED DENTAL ASSISTANT

*Sunshine Dental, West Haven, CT / 2013 - 2016*

Dear Job Seeker,

PLEASE note that you \*must\* install the font files to make this resume template work. It’s very simple to do – **just follow the instructions in the “Read Me” file in the Zip file you downloaded this template from.**

If you’re struggling to write your resume, **don’t worry.** You’re in good company – everyone struggles with it. For a high quality resume that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/?utm_source=Word_Doc&utm_medium=RWD_Link&utm_campaign=RG_Downloads).

Or, here’s some other content that might help you finish your resume.

* [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Resume](https://resumegenius.com/how-to-write-a-resume?utm_source=Word_Doc&utm_medium=How_to_Write_Resume_Link&utm_campaign=RG_Downloads)
* [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)

Oh, and by the way, **you’re also going to need a cover letter.**

* [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)
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