

Emma Montgomery (804) 624-9398 | emmayorke@vt.edu | Richmond, VA/Blacksburg, VA

Professional Summary

I am currently looking for a full-time medical or dental assistant position in the upcoming summer of 2025. I am especially interested in observing medical and routine procedures within the office.

Education

Virginia Tech: Psychology | Blacksburg, VA, May 2027 | GPA: 3.24
Midlothian High School | Midlothian, VA, May 2023 | GPA: 4.48

Relevant experience

Childcare Provider | Contract | June 2024 - August 2024

30 hours/week

- Served as a care provider and a role model
- Worked with children ages 7-8 years old
- Actively communicated with clients about individual wants and needs

Brandermill Woods

Assisted Living and Rehab Food Server | October. 2022- January 2024

- Created strong relationships with residents and developed skills to memorize dietary restrictions, repeated orders, and menu specials for each resident
- Provided excellent customer service by anticipating needs and responding promptly to requests.
- Greeted and accommodated residents, building positive experiences from my first interaction.
- Demonstrated an ability to interact with residents in a friendly and professional manner through such interactions.

Dairy Queen Grill and Chill

July 2021- October 2022 and March 2025-Present | Shift leader: August 2022-October 2022

- Trained new employees in job duties, safety procedures, and company policies.
- Assisted customers with inquiries, orders and complaints in a timely manner.
- Held team members accountable during shifts by effectively coaching to improve performance.
- Provided excellent customer service and developed strong relationships with customers.
- Maintained a clean and secure operating environment, while considering and ensuring the well-being of employees on shift.

Buffalo Wild Wings

Hostess/Cashier | May 2021-July 2021

- Answered phone calls to take reservations and address guest questions and concerns.
- Seated guests at tables or in waiting areas.
- Greeted customers and provided them with initial needs such as menus.

Leadership experience

General Manager | College Mentors for Kids | Virginia Tech Chapter | February 2025-Present

3 hours/week

- Mentors kids that benefit from a positive role model in their lives
- Serves as a leader of 10+ mentors and mentees
- Serves as a transportation officer ensuring safety during transportation to facility and monitoring behavior

Section Leader | Show Choir | Midlothian High School | August 2022-May 2023

- Sight read sheet music and played the piano
- Strong understanding of vocal technique
- Practiced interpersonal and communication skills while giving feedback and correction to the members of my section.

Secretary | Midlothian High School Tri-M Music Honors Society | August 2022-May 2023

- Kept track of amount of students in the honors society
- Helped recruit people to join show choir for the following year

Clinical Experience

Dental Assistant | Midlothian Dental Center | June 2025-Present |

- Maintains a sterile environment by sterilizing instruments and disinfecting surfaces
- Help set up and clean up rooms with the necessary instruments and materials
- Checks in lab cases and organizes them based on their provider and what procedure is needed done

Shadowing Intern | Midlothian Dental Center - Dr. Scott Gore D.D.S | December 2024-January 2025 | 28 shadowing hours

- Observed multiple dentists across the practice where they performed fillings, extractions, root canals, crowns, etc.
- Observed dental hygienists where they performed scaling/root planing, 6 month cleanings, and periodontal charting
- Learned the different techniques of each dentist and hygienist and how each individual interacted with patients and their relationships with patients

Shadowing Intern | Smile Garden Pediatric Dentistry - Dr. Shital Patel D.D.S | June-August 2024 | 27.5 shadowing hours

- Shadowed dental assistants and observed cleanings, sealant fillings, and x-ray procedures
- Learned about the sterilization process of dental equipment
- Helped cleaned up after patients and set up equipment for the next patient

Global Brigades Inc. | Global Dental Brigades at Virginia Tech | May 12-May 18th 2024 in Guatemala and May 25th-May 31st in Panama | 57 total working hours

- Provided dental care for indigenous communities in Tecpan, Guatemala
- Took in patients for dental screenings
- Provided dental cleanings
- Shadowed and assisted local dentists in fillings and extractions
- Engaged in activities with children by providing presentations to educate them about oral hygiene and oral health

Volunteering

Volunteer | YMCA Blacksburg Middle School Enrichment Program | Sept 2024-Present

3 hours/week

- Help middle school students with homework and/or help them study for upcoming tests
- Conduct activities and games for students to engage in after getting homework done

Coach | Midlothian High School Basketball Camp | June 13th-16th 2022

12 hours

- Conducted drills and critiqued skills
- Officiated scrimmages and kept score
- Ages 8-13 years old

Extracurricular

Singer | Sensations Acapella at Virginia Tech | February 2025-Present|

6+ hours/week

- Participate in rehearsal three times a week going over current and new music
- Conduct concerts every semester
- Record albums every semester

References

Dr. Shital Patel snpateldds@gmail.com

Sara Wolf (727)-453-8837

Dr. Scott Gore (804)-840-8613