

# Iris Guillermo

T: 647-780-4788 E: [i.gee@outlook.com](mailto:i.gee@outlook.com) [linkedin:](#)  
[www.linkedin.com/in/iris-guillermo-22164218a](http://www.linkedin.com/in/iris-guillermo-22164218a)

## PROFILE:

A well-presented and friendly individual who is able to multitask. Able to build relationships by helping individuals that meet their needs

## LANGUAGES:

Tagalog, Ilocano, and English

## SKILLS:

Problem-Solving, Teamwork, Adaptability

## EDUCATION:

**Forest Hill Collegiate Institute,**

Toronto, ON. — September 2009-June 2013  
— OSSD

**George Brown College** — Dental  
Assisting Level I & II certificate —  
September 2014-June 2015

**Software Engineering Technology** —  
Centennial College — September 2021 -  
Present

## EXPERIENCE:

**Cashier/Crew Trainer**, McDonald's, St.  
Clair East, Toronto, ON — August  
2010-December 2014

- Taking, preparing, and making sure all orders are organized and correct
- Operating cash registers and credit card machines
- Response for training new crew members for their day-to-day work

**Dental Assistant Level I**, Chiu Muen  
Tam Family Dentistry, Richmond Hill, ON.  
— June 2015—July 2018

- Managing patient care efficiently, office and laboratory duties
- Gained experience exposing and processing dental x-rays, taking and pouring impressions
- Assisting with extractions, fillings, crowns, and implants

## Dental Assistant Level

**I/Administrator**, LG Dental Centre and  
North York Dental, Toronto, ON. — August  
2018-June 2019

- Worked chair side assisting the dentist and making sure patients feels as relaxed as possible and preparing them for treatment
- Maintaining clean and sterile treatment rooms
- Assist office manager with patient scheduling, billing, and insurance claims

**Dental Administrator**, Artin Dental  
Office, Toronto, ON. — July 2019-March  
2021

- Entering insurance direct deposit and cheque payments
- Balancing day-end merchant and deposits
- Sending and retrieving laboratory cases
- Sending patient referrals to a designated dental specialist

**Dental Administrator/Assistant-Dr.**  
Cox Dental Office, Toronto, ON. — March  
2021-August 2022

- Answering phone calls and emails
- Scheduling patients, billing and processing insurance claims
- Assisting dentists when needed

## OTHER EXPERIENCE:

**Geriatric Day Care Centre**, Cooperative  
Placement, Baycrest, Toronto, ON. — March  
2012-July 2012

**Restorative Dental Hygiene Student  
Assistant**, Clinical Rotation

**University of Toronto Faculty of  
Dentistry Assistant**, Clinical Rotation