

## PROFILE SUMMARY

Certified Level 1 & 2 Dental Assistant with extensive hands-on experience and expertise in dental administration. Demonstrated success in enhancing patient comfort and maintaining high infection control standards. Skilled in optimizing clinical workflows through effective communication and technical proficiency.

## SKILLS

- Patient Records Management
- Customer Service
- Time Management
- Attention To Detail
- Problem Solving
- Organizational Skills
- Workflow Optimization
- Professionalism & Etiquette

## PROFESSIONAL EXPERIENCE

**Dental Assistant** / The Tooth Corner - Brantford, Ontario 10/2023 - 06/2024

- Assisted in 10+ daily procedures {fillings, extractions, cleanings, etc.}, ensuring patient comfort and efficient workflow.
- Maintained 100% compliance with infection control protocols: sterilized instruments, disinfected operators and restocked rooms with the proper supplies.
- Maintained patient records accurately using dental software systems.
- Provided chair-side assistance during dental procedures, including passing instruments to the dentist and holding suction devices.

**Certified Trainer & Crew Member** / Chipotle Mexican Grill - London, Ontario 05/2019 - 09/2022

- Collaborated with team leaders to identify training needs within the organization.
- Provided one-on-one training sessions to help newly hired employees improve their skills.
- Delivered exceptional customer service in fast-paced restaurant environment.
- Handled cash transactions accurately and processed payments efficiently.
- Stocked supplies and organized inventory to support daily operations.

**Customer Service Associate & Chef Team Member** / Farm Boy - London, Ontario 07/2018 - 03/2019

- Recognized as "Employee of the Week" 10+ times throughout my time working at Farm Boy for exceptional service and teamwork.
- Collaborated with team members to enhance customer satisfaction experiences.
- Maintained cleanliness and organization in kitchen workstations and storage areas.
- Stored foods correctly using correct storage containers and labeling systems.

## EDUCATION & TRAINING

**Diploma: Intra-Oral Dental Assisting Level 1 & 2** 01/2024  
Anderson College - Brantford, ON

**Diploma: Dental Administration** 07/2022  
Medix College Of Healthcare - Scarborough, ON

**High School Diploma** 06/2016  
Al-Taqwa Academy - London, ON

## CERTIFICATIONS

- Standard First Aid & CPR/AED Level C - Canadian Red Cross Training Services