

**Lauren Jerzynek**  
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**Personal Profile:**

I am a very honest and trustworthy individual. I've had a vast amount of customer service experience which has given me numerous strengths and has enabled me to excel at work. My communication skills have allowed me to develop my interpersonal skills. My outgoing, confident personality allows me to strike up conversations with different types of people. I am able to use my own initiative but work well within a team. I am able to adapt and learn new skills quickly.

**Skills:**

***Excel Spreadsheets, Word Document, Powerpoint, Office email, CQC and legislations, Time and diary management, Leadership skills, CPR Trained, DBS certified. Experience with managing Dentist diaries/emails.***

**Employment History:**

**April 2024- Current : Practice Manager - Gartside street dental practice**

- **Legislations - using dental compliance to be able to keep track of all of CQC requirements**
- **Overlooking the practice to provide the practice to run smoothly.**
- **Budgets and finance tracking**
- **Handling day to day finances**
- **Patient tracking**
- **KPIs targets being set**
- **Stock ordering**
- **Manage and support the dentists and nurses.**

**May 2023- March 2024 - Head Nurse: The Health Society, London**

- Infection Control Lead
- Diary management.
- Working with Specialists. GBT Trained.
- Processing orders, tracking weekly and monthly spending.
- Keep up to date with the invoices needing to be paid, such as lab bills and general stock.
- Yearly servicing to be booked in.
- Working on reception as well as in surgery, handling treatment plans, and discharge letters.
- Diary management.
- Discussing ways to improve the workflow, as well as organising meetings.
- CQC compliance set up for the new practice.

**April 2022- April2023 —Dental Nurse, 38 Devonshire street, London**

- Working with the specialist endodontist, preparing surgery ready for treatment. Following dental legislations.
- Doing patients digital scans on the iTero system.
- Working alongside dentists and hygienists.
- Working in the decontamination room, running an 8 surgery practice, making sure they have enough instruments ready for the day.
- Guided Biofilm Treatment trained.

**JULY 2018 – 2021– Head Nurse, Michael Shipway and Associates.**

The role varied from day to day and the things that I am required to do are:

- Sterilising dental equipment and practice surgery, ensuring equipment is available and in good repair readily available to dentists.
- Providing assistance throughout a patient's visit, calming them if necessary and being very reassuring when they become emotional.
- Keeping up to date with different safeguarding legislations ensures I know the correct procedure if a vulnerable adult or child makes a disclosure.
- Keeping up to date with new legislation.
- Organising team meetings.
- Making sure that surgeries are stocked up correctly for the day ahead.
- Lead decontamination role, making sure that all log books are completed and done correctly, inspecting whether instruments are cleaned correctly.
- Updating Invoice spreadsheet to keep an eye on budgets.
- Stock ordering for General stock, Endodontic stock, and implant stock.

#### Endodontic specialists:

- Handling referrals and contacting the patients to book them in, discussing with patients the treatment prices, going through their treatment plan to make sure they understand what the fees are as well as what treatment we are going to complete ahead.
- Preparing the surgery and making sure that we have everything imported for the treatments ahead, and everything is ordered correctly.
- Assisting the specialist in surgery.
- I have assisted on apicoectomy treatments too, I feel confident to lead the surgery.

#### Implant nursing:

- Have training in assisting with implant placements.
- Setting up a sterile surgery for implant placements.
- Straumann stock ordering
- Assisting the implantologist with his notes, making sure that treatment plans are printed out and signed before patients start any treatment.
- Setting up aftercare surgery bags.

#### *Achievements:*

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**Qualified dental nurse after 18 months training.**

**Training completed with an Endodontic specialist.**

**Training completed for Implant nursing.**

#### Educational History & Qualifications Obtained :

- **2010 - 2015** - 11 GCSE's Grade A-D,
- **2015- 2016** NCFE Level 2 Qualification in Introduction to Cabin Crew  
Level 2 in Working as Cabin Crew, Airline health and safety, Aircraft Emergency Situations.
- **2018 – 2020** - Level 3 NVQ - Dental Nursing
- **Currently taking my A levels in Biology, Sociology, Psychology.**

#### **References:**

Available on request.