

Dana D. Assist

123 Main Street, Clifton, NJ 07011

(555) 555-5555

DDAssistant@gmail.com

PROFESSIONAL SUMMARY

Dental Assistant with additional in-field work experience as a sterilization technician.

SKILLS

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|-------------------------|----------------------------|
| Tray Set-up | Exposing/Processing X-rays |
| Sterilizing Instruments | Crafting Temp Crowns |
| Charting and Records | Study Models |
| Appliance Care | Office/Front Desk Skills |
| Dental Cement Mixing | Vital Signs |
| Patient Instructions | HIPAA/OSHA Compliance |
| Impressions | Dentrix Software |
| Restoration Prep | CPR Certified |

CLINICAL EXPERIENCE

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| JACKSON FAMILY DENTISTRY | Dental Assistant | NOVEMBER 2014-CURRENT |
| <ul style="list-style-type: none">• Tray Set-up• Sterilizing Instruments• Charting/Filing• Exposing X-Rays• Office/Front Desk/Appointment Scheduling• Patient Care• Insurance Verification | | |

WORK HISTORY

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|--|-----------------------|--------------------------|
| DIGITALLY ENHANCED DENTISTRY | Sterilizer Technician | JULY 2014-SEPTEMBER 2014 |
| <ul style="list-style-type: none">• Handled, sterilized, and packaged dental instruments and handpieces• Disinfected operator rooms• Maintenance of dental appliances• Operating steam and electronic sterilizers• Greeted and seated patients; office custodial work | | |
| SELTZER FAMILY DENTAL | Sterilizer Technician | DECEMBER 2013-JULY 2014 |
| <ul style="list-style-type: none">• Handled, sterilized, and packaged dental instruments and handpieces• Performed biological spore tests• Waste management• Disinfected operator rooms• Maintenance of dental appliances• Operated steam sterilizers• Greeted and seated patients | | |

EDUCATION

AMERICAN INSTITUTE, CLIFTON, NJ
Dental Assisting Diploma Program

OCTOBER 2013