

## Dana D. Assist

123 Main Street • Somerset, NJ 08873

[DentalAssistant@gmail.com](mailto:DentalAssistant@gmail.com) • (555) 555-5555

### Summary:

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I have three years of dental assisting experience and am knowledgeable in the field. I am highly capable of working in busy dental office and without supervision. I have obtained a dental assisting certificate at American Institute in Somerset, NJ.

### Qualifications:

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Current dental radiology certification from DANB (RHS)

### Experience

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Dental Health Clinic Somerset, NJ  
Dental Assistant December 2014- Present

- Help perform dental lab tests
- Perform x-ray's when necessary
- Maintain a great client relationship
- Assist the dentist during examinations and treatment of patients
- Perform clerical duties
- Prepare equipment depending on patient procedure of the day
- Maintain a clean and sterilized environment

SUNSHINE DENTAL Somerset, NJ  
Receptionist/Dental Assistant April 2012 – May 2014

- Scheduled appointments and send reminders using Appointy scheduling software, and fill in insurance documents, prepare bills and receive payment for dental services
- Made preliminary impressions and occlusal registrations for mounting study casts
- Cleaned teeth with dental instruments and finished with applications of fluoride
- Assist in the management of dental and medical emergencies with professionalism and calm

### Education

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American Institute Somerset, NJ  
Dental Assisting Program July 2012  
GPA: 3.8  
Awards: Dean's List