

Dwayne D. Assist

123 Main Street, Toms River, NJ 08755

(555) 555-5555

DDA@gmail.com

Energetic, reliable, and self-motivated dental assistant with hands-on experience in handed dentistry, radiology, laboratory, sterilization and clerical duties. Proven record of earning patient confidence through exceptional communication and customer service skills. Demonstrated ability to relate to patients from diverse backgrounds and age groups.

QUALIFICATIONS

National Entry Level Dental Assistant (NELDA®) - 2017

CPR – 2016

RELEVANT SKILLS

Laboratory

- Well-versed in preparing and maintaining instruments, equipment, and materials for all dental procedures
- Demonstrated expertise in preparing and mixing of filling
- Capable of providing patients with information about ongoing procedures and preparing them for treatment
- Adept at setting up x-rays and other dental tests

Clerical

- Highly skilled in greeting patients, managing appointments and keeping treatment records
 - Adept at ordering dental supplies and maintaining stock
 - Proficient in reception, insurance, billing, record-keeping and general office procedures
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SPECIAL KNOWLEDGE

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| • Sterilization | • Biohazard/infection control | • Instruments and tray setup |
| • Dental terminology | • Equipment maintenance | • Cost effective techniques |
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Dental Aide | Toms River Smiles – Toms River, NJ

9/2016 – Present

- Assisted the dentist at chairside during examination and treatment of patient
- Helped in the dental lab tests
- Performed clerical duties related to the dental program

Key Accomplishments

- Prepared tray setups accurately for dental operation
 - Maintained adequate supply levels
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EDUCATION

American Institute, Toms River, NJ

Dental Assisting, Certificate 9/2016