

Professional Summary

Registered Dental Assistant compassionate well-versed in four-handed chair side dentistry, routine restorations and intra-oral techniques. Experienced in direct patient care, polishing teeth and administering fluoride treatments. Experienced with patients of all ages. Dental Assistant adept at all patient care and front office procedures. Holds current OSHA and CPR certifications.

Skills

- Sterilization techniques familiarity
- Dental Radiography certificate
- Tofflemire retainers
- Model trimming competency
- Temporary crowns
- Gentle patient care
- Orthodontic digital x-rays
- Organized file management
- Detailed patient histories
- Proper telephone etiquette
- Superior customer service
- Instrumentation familiarity
- Radiation Health and Safety (RHS)
- Coronal Polish (CP)
- Alignate impression expertise
- HIV/AIDS training
- Adult tooth charting
- Radiographs expertise
- Patient education
- Keeping patients comfortable
- Fluoride treatments
- Full mouth radiographs
- Licensed by [Ca] Board of Dentistry

Work History

Registered Dental Assistant/Hygiene Coordinator

10/1997 to Current

Mark Gjerde DDS – 8880 Elk Grove Blvd, Elk Grove, Ca. 95624

- Set up examination room and dental trays in preparation for examinations and procedures.
- Successfully assisted the dentist by performing four-handed dentistry and other chair-side duties.
- Politely answered phones and scheduled or confirmed office appointments and surgeries.
- Completed patient paperwork and scanned into Dentrix system.
- Alerted other staff when patients arrived and prepared records for dentist review.
- Accurately recorded treatment information in patient records.
- Assisted dentist in management of medical or dental emergencies when necessary.
- Educated patients about proper oral hygiene and plaque control procedures.
- Competently prepared dental materials including cements, amalgams and composites
- Correctly mixed compounds for cleaning or filling teeth.
- Diligently cleaned instruments and work areas in accordance with sterilization and disinfectant protocol.
- Successfully completed OSHA, ADA and HIPAA compliance trainings.
- Maintained proper universal precautions and infection control procedures at all times.
- Instructed patients on dental hygiene practices such as proper tooth-brushing and flossing techniques.
- Displayed expert use of Dentrix computer scheduling program to manage patient appointments.
- Supervised and led a team of dental hygienists and support staff.
- Have used the iTero machine.
- Have used the SuniCam for IntraOralPhotos
- Displayed expert in Dexis computer with scanning x-rays.

Education

High School Diploma:

1997

Western Career College - Sacramento, California