

Audrea S. Holiday
4750 Haverwood Lane 5103
Dallas, TX 75287
214-299-1840
sheree.holiday@gmail.com

Objective: Ambitious future dental assistant looking for an entry level position to exercise my assisting skills acquired from Pure Dental Assistant Academy. I am eager to learn as much as possible to perfect my skills and grow with a dental office.

Professional Experience:

Flik

07/18 - Present

Catering Assistant

Fueled the growth of catering accounts through ongoing sales efforts, promoting and local solicitations

G-Tx Catering

02/12 - 04/18

Senior Lead Caterer

Coordinate and oversee internal and external catering events. Worked with Executive Chefs with development of food safety and delivery solutions and presentation of product display.

Securitas Private Security

02/09 - 08/11

Security Officer

Monitoring village access

Answering phone calls

Closing duties i.e. securing gate house and gates

Special Skills or Training:

Microsoft Word, Excel, PowerPoint, Multi-tasking, internet navigating, Phone etiquette, professional communication, ability to multitask

Consistently rated "Excellent" in customer surveys regarding server friendliness, promptness, and attentiveness

Education:

Rowlett High School (May 2006)

Pure Dental Assistant Academy (December 2019)

-Infection control, Radiology, Preventative dentistry, Two-handed assisting, Restorative dentistry

Certifications: RDA License- pending

CPR (BLS) certified

Nitrous Monitoring certification - pending