

Dana Edwards

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To obtain a challenging opportunity as a Dental Assistant in a reputed dental office to utilize my knowledge and skills. Immensely talented chair side assistant with training experience in X-rays, Autoclave, vacuum former, and operator stools.

Ability to coordinate with Dental staff, Dentist, and Dental

Hygienist

Handling and assembling instruments prior to procedures

Ability to understand implications of new information from both new and future problem solving and decision-making

Willing to relocate: Anywhere

Work Experience

Dental Assistant

Western Dental

January 2021 to December 2021

Ability to work with multiple dentist in fast pace demanding setting

Prepare patient, sterilized instruments, set up instrument trays, prepare materials, and assist dentist during dental procedures.

Expose dental diagnostic x-rays.

Record treatment information in patient records.

Provide postoperative instructions prescribed by dentist.

Monitored dental supplies and equipment inventory

Dental Assistant Externship

Wilshire Center Dental

January 2020 to December 2020

Prepare patient, sterilized instruments, set up instrument trays, prepare materials, and assist dentist during pediatric dental procedures.

Expose dental diagnostic x-rays.

Record treatment information in patient records.

Provide postoperative instructions prescribed by dentist.

Medical Assistant Teachers Aid

Fundamentals of Dental Assisting

January 2019 to December 2019

Dental Terminology
Endodontics
Periodontics
Oral Surgery
Restorative Dentistry
Sterilization
Radiation Safety
Instrumentation
Vital Signs
Medical Terminology
Clerical Duties
Phlebotomy Techniques
Injections and Medication
EKG
Specimen Collection
Help teachers prepare lesson plans
Set up necessary material for classes (e.g. projectors, chemistry sets)
Track student attendance and class schedules
Review material taught in class with individual students with learning challenges
Work with smaller groups of students for remedial teaching or reinforcing the learning process
Make sure classrooms are safe and tidy before classes start
Assist teachers with various tasks
Helping new students adjust to the campus

Education

Diploma

American Career College

Diploma in Medical

Skills

- Ability to coordinate with Dental staff, Dentist, and Dental Hygienist
Handling and assembling instruments prior to procedures
Ability to understand implications of new information from both new and future problem solving and decision-making
- Medical office experience

- English
- Medical administrative support
- ICD-10
- CPT coding
- Medical coding
- ICD coding
- ICD-9
- HCPCS
- Sales
- Organizational skills
- Typing
- Administrative experience

Certifications and Licenses

Certified Phlebotomy Technician

Radiation Health & Safety Certification

CPR Certification