Jennifer Warner

Certified Dental Assistant

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Cellular 999.999.9999
email@yahoo.com

OBJECTIVE

To become a valuable member of your team utilizing my skills, and training as a Dental Assistant .With over a year of practical experience in the Dental field I can add value to your practice.

CLINICAL SKILLS

- Vital Signs
- Application and Removal of Dental Dam
- Radiographs
- Assisting in General Dentistry
- Amalgam and Composite Restorations
- Fabrication of Temporary Crowns
- Assisting in RCT
- Impressions (Alginate, Elastomeric)
- Assisting in Basic Oral Surgery
- Sterilization
- Coronal Polish
- Application and Removal of Matrix Bands

ADMINISTRATIVE SKILLS

- Dental Terminology
- Dental Charting
- Reception and Phone Skills
- Appointment Setting
- Bookkeeping and Basic Accounting

EMPLOYMENT HISTORY

ABC Inc., Any Town, NY Dental Assistant 2008-2009

- Greeting patience in a kind professional manner.
- Take X-rays (bite wing's, pano's, pa's).
- Taking patients blood pressure and take down all necessary notes in chart.
- Setting up room for treatment and procedures.
- Assisting doctor during procedure of all kinds.
- Setting up pick ups for Fed Ex.
- Sterilizing instruments for procedures.

XYZ Corp., Any Town, NY Dental Assistant 2007-2008

- Greet patients, review medical history, record vital signs.
- Office operations including inventory, supply ordering, equipment maintenance.
- Charting teeth and completing treatment documentation.

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- Performing and assisting with intra-oral procedures.
- Preparing and placing materials and medications.
- Responsible for laboratory procedures.
- Knowledge of instruments, Sterilization according to OSHA guidelines.
- Take digital and panoramic radiographs.
- Developed and mounted radiographs.

BCD Inc., Any Town, NY Certified Dental Assistant 2006-2007

- Assists with challenging, varied procedures in cosmetic and general dentistry.
- Displays flexibility and ability to work at a fast pace.
- Enjoys healthy working relationship with patients and teammates.
- Comfortable with digital radiographs, Cerec, lab work, constructing temporary crowns.
- Maintains and orders supplies.

EDUCATION

Dental Assisting
Diploma 2008

New York High
School Diploma 2004

CERTIFICATIONS

OSHA Training Certification
Basic First Aid Certification

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