

## Mary Smith

1000 Main Street  
Anytown, Washington 99999  
(555) 555-5555

### OBJECTIVE

To obtain a position as a **dental assistant**.

### HIGHLIGHTS

- More than 7 years progressive experience in all aspects of dental assisting.
- Trained in Smile Design, exceptional patient care, privacy practices, as well as crown and bridge procedures.
- Proficient in dental practice applications, including Dentrrix and Softdent.
- Personable and able to develop a rapport with a broad range of patients.
- A results-oriented team player with proven leadership capabilities.
- Highly successful in putting patients at ease and building loyalty.
- Adept at learning new skills and systems.

### EDUCATION & TRAINING

#### **Certificate in Smile Design**

ABC Corp. • Anytown, Nevada

#### **Certificate in Dental Assisting**

ABC Technical College • Anytown, Washington

Course Work Includes:

- |                            |                                   |
|----------------------------|-----------------------------------|
| • Dental Sciences          | • Safety/Infection Control        |
| • Dental Materials         | • Dental Radiography              |
| • Occupational Mathematics | • Interpersonal Skill Development |
| • CPR                      | • OSHA/WISHA Training             |

#### **HIV Education for Health Care Professionals**

ABC Technical College • Anytown, Washington

### RELATED EXPERIENCE

#### **Lead Assistant**

ABC Dental, Anytown, Washington, 1999–2006

Oversee back office functions for practice, assisting with all patient procedures, including surgical extractions, general oral surgery (tissue graphs, apicoectomies), temporaries, restorations, composites, sealants, permanent crowns (porcelain, gold, PFM), bridges, x-rays and both orthodontics and endodontics.

- Supervise assistants and train new hires.
- Direct patient flow for regular and emergency patients.
- Handle patient consults and treatment plans.
- Ensure sterilization and safety standards are followed.
- Complete impressions and adjust night guards.
- Update and maintain patient charts utilizing Dentrrix.
- Provide front office support with filing and scheduling.
- Manage inventory and replenish dental supplies when necessary.