**Certified Dental Assistant Resume Sample**

1980 Howard Street,

New York, NY 19803

(212) 984-5645

john.doe@gmail.com

*Certified Dental Assistant with over 10 years of experience in crown polishing, preventive dentistry services, and maintaining confidential records. Aiming to apply my expertise in dental practice management and operations to fulfill the role senior dental assistant. Possess knowledge of Dentrix software and bilingual in English and Spanish.*

# Professional Experience

## TWINKLES SURGERY, Boston, MA

## Senior Dental Assistant, September 2011 – Present

* Perform pre-operative and post-operative preventive dentistry services for 20+ urgent hospitalized surgical patients a week
* Obtain current lab reports to determine whether patients are medically cleared for dental prophylaxis
* Evaluated overall oral health, examining oral cavity for signs of periodontal disease or possible cancers, including sores, recessed & bleeding gums, and oral lesions
* Maintain a clean, sterile, and cheerful environment where our patients feel comfortable

## OPEN WIDE PRACTICE, Boston, MA

## Hygienist Assistant, September 2006 – August 2011

* Educated and counseled patients on proper oral hygiene and nutrition
* Performed preventive dental maintenance of severely physically/mentally handicapped patients
* Implemented Dentrix management software into the office to streamline the organization of 1000+ patients’ medical histories into a more efficient reporting system, increasing our office productivity by 25%

# Education

## COWELL UNIVERSITY, Chicago, IL

Bachelor of Science in Dentistry, May 2006

# CERTIFICATIONS

* Registered Dental Hygienist, Boston, 2006 – Present
* Radiology Certified, Boston, 2006 – Present
* X-ray Certified, Boston, 2007 – Present

# Additional Skills

* Advanced oral prophylactic
* Advanced amalgam restorations
* Bilingual Spanish and English