

Jacqueline Staub
(123) 456-7890
youremail@example.com
123 Main St., Montclair, NJ 07028

Profile

Recent graduate of an accredited dental assisting program with experience taking dental X-rays, preparing impressions, assisting dentists with preventive procedures and putting patients at ease before and during their treatments. Received clinical excellence award during dental assisting internship with award-winning Montclair dental practice.

Key Skills

- Sterilizing instruments using an autoclave and other equipment
- Preparing patients for procedures performed by dentists and dental hygienists
- Entering information into dental practice management software to ensure accurate billing
- Educating patients on how to take better care of their teeth and gums
- Mixing compounds and using them to take impressions of the teeth

Education

Dental Assisting Diploma, 3.79 GPA

Fortis Institute, Wayne, NJ, May 2020

Completed coursework:

- Topical sealants and dental anesthetics
- Applying dressing to the teeth and gums
- Taking dental radiographs

Professional Experience

Dental Assistant Intern, Bright Smiles, Montclair, NJ

January 2020 - May 2020

- Prepared patients for cleanings and other dental procedures
- Educated patients on good brushing and flossing techniques
- Assisted experienced assistants and hygienists with laboratory procedures, including mixing compounds for use in taking dental impressions

Receptionist, Super Smiles, Short Hills, NJ

February 2018 - January 2020

- Answered incoming telephone calls and scheduled appointments
- Prepared invoices and mailed them to patients
- Managed supply inventory by receiving shipments, monitoring stock and placing orders