

AMAR SINGH

123 Carpenter Street, Philadelphia, PA, 12345
amarsingh@example.com
(123) 456-7890

A Certified Dental Assistant with entry-level experience specializing in patient care, communication, administrative support, and HIPAA compliance. Adept at coordinating with dentists and office teams to enhance the delivery of dental care services to patients.

PROFESSIONAL EXPERIENCE

DENTAL ASSISTANT

Smile Makers, Philadelphia, PA | June 2021 – Present

- Provide support to a team of three Dentists in delivering dental care services to patients, including performing teeth cleanings and gathering patient medical history
- Conduct X-rays to identify dental issues and create medical documentation for dentists to evaluate patient condition and determine appropriate treatment plans
- Ensure compliance with Covid-19 safety protocols, oversee sanitation of operating rooms, and maintain medical equipment to prevent infection and ensure optimal functionality

ADMINISTRATIVE ASSISTANT

South Philly Dental, Philadelphia, PA | May 2020 – June 2021

- Fielded phone inquiries from new and existing patients, conducted scheduling for appointments, obtained outstanding payments, and performed intake interviews prior to appointments to obtain patient data and medical history
- Conducted data entry for health insurance benefits, filed appeals, and submitted claims to insurance agencies to secure payment for services

EDUCATION

ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DENTAL ASSISTING

Philadelphia Community College, Philadelphia, PA | September 2019 - June 2021

KEY SKILLS

- Dental Care Services
- Administrative Support
- Patient Care
- Communication
- Inventory Management

CERTIFICATIONS

- Certified Dental Assistant, DANB, State of Pennsylvania, 2021
- Radiation Health and Safety Certificate (RHS), DANB, State of Pennsylvania, 2021