

Aliya Jackson

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A Certified Dental Assistant with entry-level experience specializing in intra-oral techniques, patient care, dentistry, and OSHA safety. A strong background in providing administrative and medical support to dental teams to ensure patient safety and satisfaction.

Education

Associate of Applied Science (A.A.S.) Dental Assisting

Boston College, Boston, MA
September 2019 - June 2021

Key Skills

- Intraoral Procedures
- Medical Support
- Dentistry
- Patient Care
- OSHA Safety

Certifications

- Certified Dental Assistant (CDA), DANB, 2021
- Radiation Health and Safety Certificate (RHS), DANB, 2021

Professional Experience

Dental Assistant

Smile Pros, Boston, MA | June 2021 – Present

- Deliver dental care services to patients under the supervision of dentists, including using suction hoses to assist with various dental procedures
- Ensure compliance with Covid-19 safety guidelines and infection prevention procedures, including sterilizing instruments and operating rooms
- Perform X-rays to aid dentists in identifying cavities, decay, and long-term dental issues and provide support for tooth extractions, fillings, and root canals

Administrative Assistant

Rosenbaum Dental Office, Boston, MA | May 2020 – June 2021

- Managed patient scheduling, fielded phone inquiries, performed data entry for customer insurance information, benefits, and claims, and contacted patients to create payment plans and discuss outstanding balances
- Coordinated with dentists, certified dental assistants, and dental hygienists to manage schedules, and change appointment times
- Managed purchase orders for equipment