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Sample Dental Assistant Resume

Jane Doe

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### OBJECTIVE

To use my dental assistant skills to deliver high quality patient care and provide efficient administrative skills in a dental office.

### CLINICAL SKILLS EXPERIENCE

- Four-handed chair-side assistance
- Instrument sterilization
- Fluoride applications
- Preparation of impressions
- Temporary crown preparation
- Dental terminology
- Positive attitude with patients
- Professional demeanor

### ADMINISTRATIVE SKILLS EXPERIENCE

- Dental scheduling and billing
- MS Office, Excel, Word, Outlook
- Appointment scheduling
- Patient records maintenance

### CERTIFICATIONS

- Certified in CPR and First Aid, American Heart Association
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### EMPLOYMENT EXPERIENCE

#### Johnson's Family Dentistry, Voorhees, NJ – July 2014 to October 2014

Dental Assistant Extern (XXX-hour unpaid externship)

- Greeted 20-25 patients per day
- Walked patients to examination rooms and helped make them feel comfortable
- Assisted dental hygienists during cleanings
- Assisted in front desk operations including scheduling and billing
- Prepped exam rooms before examinations and procedures
- Took and mixed impressions
- Spoke with patients about good oral hygiene and flossing techniques

#### Target, Inc., Cherry Hill, NJ – September 2012 to June 2013

Customer Service Associate

- Helped customers with returns and complaints. Served about 80 customers daily.
- Assisted with restocking and managing inventory

### EDUCATION

#### Harris School of Business, Voorhees, NJ (accredited school)

Dental Assistant diploma, October 2014

XXX-hour program; XXX-hour externship placement

#### Mainland Regional High School, Linwood, NJ

Diploma, 2012

### REFERENCES

- John Doe, Instructor, Harris School of Business, Phone: 800-510-7920
- Sally Doe, Externship Supervisor, Johnson's Family Dentistry, Phone: 856-111-1111

## Harris School of Business

**NJ:** Cherry Hill 856-662-5300 • Linwood 609-927-4310 • Hamilton 609-586-9104 • Voorhees 856-309-3701  
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