

Dental Assistant Australia – Cover Letter, Sample Resume, Migration

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July 17,
2015

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Career Summary or Career Objective

To obtain employment as a Dental Assistant and utilize my skills, increase my knowledge for future development within dentistry.

Education

Bachelor of Dental Surgery
University of Tasmania
2005

Employment History

Dental Assistant

Hobart Dental Clinic
2011 to Present

Responsibilities:

- Schedule and confirm appointments, process dental records as required
- Assist in the dental treatment of patients to include seating patients, providing dentist with instruments and equipment, and mixing filing and impression materials; chart examination and treatment results on patient's dental record.
- Clean, sterilized and assemble instruments, supplies and equipment required for specific dental procedures.
- Assist in the preparation of cast models by preparing required material, taking impressions of teeth and pouring and trimming models.
- Record treatment results on patient's dental record; instruct patients in the care of teeth and appliances; provide materials as required
- Clinic reception, administration and booking of appointments for patients, dental assistant training and care of patients, dispensing and instructing to the use of medications to patients, stock taking and purchase of dental supplies, maintenance of dental equipment and hardware.

Dental Assistant

The Healthy Dental Practice – Greenhills, NSW
2007 to 2011

Role:

- Assist Dentist and fellow staff members with various dental procedures and techniques.
- Perform infection control procedures in accordance with Dentist directions and care plan.
- Prepare examination rooms for each appointment, ensuring the highest levels of cleanliness.
- Aid Orthodontists with various procedures, ensuring all equipment is available for easy use.
- Complete administrative tasks, such as scheduling appointments and answering phone lines.
- Work closely with fellow assistants to ensure efficient and effective workflows at all times.
- Control stock for dental materials, and utilize windows dental software on a daily basis

Skills

Technical Skills:

Root Canal 3 Intermediate
Crown Preparation 3 Advance
Composite restoration 4 Advance
X-Rays 2 Intermediate
Scaling 4 Advance

Non-Technical Skills:

- Excellent communication and explanation.
- Team player and also can work independently
- Maintaining Patients' records
- Post-operative follow ups.

Referees

Available on Request