

JOHN DUE

Green Bay, WI 54301

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SUMMARY OF QUALIFICATIONS

- Proficient in dental terminology and dental software for charting, treatment planning, clinical notes
- Model dental hygiene professional code of ethics
- Manage infection and hazard control
- 4+ years of dental assisting experience

EDUCATION

Northeast Wisconsin Technical College, Green Bay, WI

December 2023

Dental Assistant, Technical Diploma

RELATED EXPERIENCE

Dental Assistant

January 2023 – Present

Parkview Dental of Green Bay, Green Bay, WI

- Perform daily operations of the clinic by providing excellent care and communication to patients
- Prepares, sterilizes, disinfects, and maintains dental equipment, instruments, and supplies
- Completes charting of treatment information in the patients' dental notes from the doctor as directed

Dental Assistant

December 2022 – January 2023

Small Smiles Dental Center, Green Bay, WI

- Assisted provider throughout exam including complex treatment, surgery, & all operator-related care
- Maintained compliance with state dental practice requirements
- Interacted well with children of all ages
- Adapted effectively to different needs and techniques
- Performed well under pressure; understood and followed chain of command
- Worked professionally with confidential, proprietary data and information while maintaining confidentiality
- Self-motivated; adhered to established policies, procedures, and practices prescribed by the organization

Administrative Assistant

September 2021- December 2022

Small Smiles Dental Center, Green Bay, WI

- Answered incoming telephone calls, determined purpose of calls, and forwarded calls to appropriate personnel as needed, while conducting professional telephone etiquette
- Ensured patients correctly filled out paperwork and provided correct insurance information
- Scheduled patients for appointments and check ups
- Collected payments for services provided