

Ryan Richardson

4999 Richmond Lights
Pflugerville, TX 78660
(123) 555-0619
yourmail@email.com

OBJECTIVE: Full-time position as a dental assistant.

HIGHLIGHTS: Dedicated, detail-oriented and meticulous.
Demonstrated ability to work effectively with clients.
Familiar with latest dentistry techniques and equipment.

EXPERIENCE:

Aura Dentist Clinic

Pflugerville, TX

Dental Assistant

March 2008 to Present

- Prepared patients, set up instrument trays, prepared materials and assisted dentist during dental procedures.
- Took and recorded medical and dental histories and vital signs of patient.
- Prepared materials for making impressions and restorations and processed dental x-ray film as directed by dentist.
- Sterilized and disinfected instruments and equipment.
- Applied anesthetics and cavity preventive agents to teeth and gums, removed excess cement used in the filling process and removed sutures.
- Provided postoperative instructions and instructed patients in oral health care.
- Recorded treatment information in patient records.

Philips Dental Clinic

San Antonio, TX

Dental Assistant

June 2005 to February 2008

- Took Care of Patient's schedules.
- Kept inventory of stocks, instruments
- Took Care of secretarial jobs

EDUCATION: **Olney Community College**
Diploma in Dental Care

San Antonio, TX
2004

CERTIFICATION:

- Certified as Dental Assistant by the Dental Assisting National Certification Board

REFERENCES: Available upon request