

*John Smith*

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999-999-9999

*Objective:*

Interested in applying for the position of Dental Assistant.

*Education:*

*Sunnydale High School* *New York*  
High School Diploma 2007

*State University of New York* *New York*  
Bachelors of Arts 2010

*Experience:*

*GPL Dental Health Care Center* *New York*  
Dental Assistant 2010 to present

- ♦ Exposed dental diagnostic x-rays.
- ♦ Scheduled appointments, prepared bills and received payment for dental services, completed insurance forms, and maintained records, manually and using computer.
- ♦ Applied protective coating of fluoride to teeth.
- ♦ Cleaned and polished removable appliances.
- ♦ Made preliminary impressions for study casts and occlusal registrations for mounting study casts.
- ♦ Poured, trimmed, and polished study casts.
- ♦ Assisted dentist in management of medical and dental emergencies.
- ♦ Recorded treatment information in patient records.
- ♦ Prepared patient, sterilized and disinfected instruments, set up instrument trays, prepared materials, and assisted dentist during dental procedures.
- ♦ Took and recorded medical and dental histories and vital signs of patients.

*References:*

Available upon request