

**John Smith**  
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**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