

JANE M. SAMPLE

PO Box 440612 ♦ Jacksonville, FL 32222 ♦ (877) 875-7706 ♦ Info@greatresumesfast.com

SUMMARY OF QUALIFICATIONS

- ✓ **CERTIFIED DENTAL ASSISTANT** with over eight years experience assisting with direct patient care, routine laboratory functions and patient record and office management.
- ✓ Expanded Functions Dental Assistance program certification through Nova Southeastern University.
- ✓ Certified in CPR and Radiology, with expanded expertise in digital radiography.
- ✓ Sound knowledge of clinical procedures and dental/medical terminology.
- ✓ Special expertise in patient management and making patients of all ages feel as relaxed and comfortable as possible, relieving any anxiety or tension they might have. Skilled working with handicapped and other special needs patients.

DENTAL HEALTHCARE EXPERIENCE

DENTAL ASSISTANT.....11/2008 to Present

Logistics Health Inc./Complete Mobile Dentistry

- Conduct medical readiness assessments for deploying military personnel.
- Complete cursory exams, charting, digital radiographs and clinical treatments.

DENTAL ASSISTANT.....12/2008 to Present

All About Smiles Family Dentistry ♦ St. Augustine, FL

- Perform general chair-side duties and assist with all types of procedures including General, Endo and Oral surgery.
- Utilize proficient knowledge of digital radiology to take digital X-rays.

DENTAL ASSISTANT/DENTAL LABORATORY ASSISTANT.....8/2008 to 3/2009

Dental Temps of Northeast Florida ♦ Jacksonville, FL (Temporary position)

- Assisted with routine dental procedures in various offices throughout Jacksonville area.

Precision Dental Studio ♦ Jacksonville, FL (Temporary position)

- Executed general dental laboratory functions, including pouring moulds, trim models and mount bite articulators.
- Processed case instructions from laboratory prescriptions.

LEAD DENTAL ASSISTANT.....1996-2002

Island Dental Associates ♦ Key West, FL

- Managed dental assistant staff, scheduling, treatment planning, collections, billing, insurance and office management. Also proficient with Dentrix software.
- Specialized in the assisting of Periodontics, Cosmetic and Implant Dentistry, and Endodontics.
- Administered routine patient care and monitoring, including instrument and material setup and sterilization.
- Provided chair-side assistance during clinical treatments, alginate impressions, fabricated and cemented temporary crowns and bridges, and dental x-rays.
- Repaired, adjusted and polished prosthetics. Performed tooth bleaching, child prophylaxis and sealants.

PROFESSIONAL DEVELOPMENT

Florida Community College ♦ Jacksonville, FL
B.S. Health/Biological Sciences (in progress)

Nova Southeastern University ♦ Fort Lauderdale, FL
Expanded Functions Dental Assistant Certification
1998

Schenectady County Community College ♦ Albany, NY
A.A.S. Business Management ♦ 1990

America's #1 Online Resume Builder With Cover Letters

- Easy-to-use, guides you through step-by-step
- Resume templates, writing samples and tips
- One-click designs for the professional look you want
- Start from scratch or upload your resume

Try It Free! →

[Already have an account?](#)



Multiple Formats



No More Writer's Block



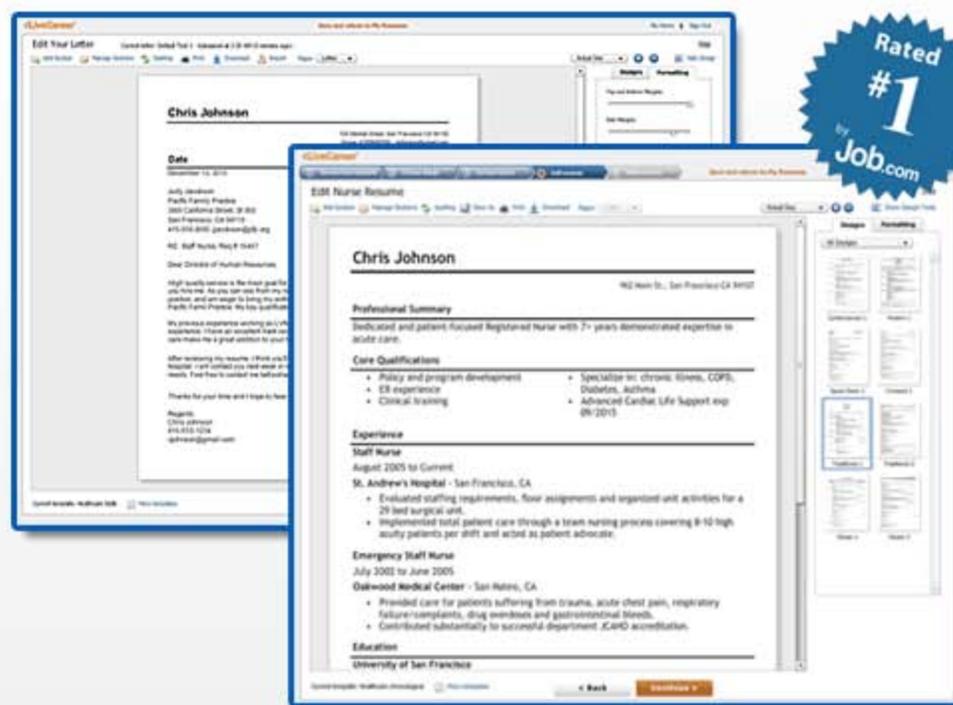
One-Click Designs



Live Help



Phone and Chat Hours:
7 Days a Week 6am to midnight EST



Write a resume - in minutes

Your resume is often your first and only chance to make a great impression on an employer. Managers will scan your resume for just 10 seconds to see if you're right for the job.

That's why your resume needs to be attractive and stand out. It needs to be well-written and highlight your skills to your best advantage.

The problem is most people don't know how to write a great resume and don't have the design skills to make it look professional.

- Our Resume Builder is designed to make resume-writing fast and easy.
- We match you with the right template and, in just one click, you can choose a professional design that will help you win the job.
- Our unique Text Tuner™ allows you to choose from hundreds of expert-written examples - no more writer's block!

Get the "most impressive resume builder on the market today". There's no risk; no obligation. We're so confident that you'll love our resume builder that you can try it for FREE.

According to our partners... "the most impressive resume builder on the market today."

YAHOO! hotjobs

EmploymentGuide.com

Job.com

onTargetjobs

Net-Temps

Joined.com

Customer Reviews

"I was completely unaware of what companies are looking for in a resume. This product helped me word and format my professional resume and the examples were extremely useful. Overall, this is a great product. I would highly recommend these services." - A. Danihels

"This resume tool is so much better than templates - just upload or enter your resume content and you get your choice of designs. It's magical! Anyone can benefit from this tool: from students to executives!" - Belinda Yanda

[View more reviews >](#)

