

Mindy Rogers, CDA

55 Lakeview Drive • Sometown, FL 32074 • Phone: 555.555.5555 • mindy@somedomain.com

Certified Dental Assistant

EXPANDED FUNCTIONS DENTAL ASSISTANT (EFDA) offering excellent clinical and customer relations skills gained through seven years of experience within high-volume dental practices. Display a warm, friendly demeanor and gentle touch during all dental procedures, earning consistent praise from patients and employers. Efficient and precise in chairside dental assisting.

Credentials include:

Florida Department of Health Certified Dental Radiographer • CEREC Certified • CPR Certified

Clinical & Computer Skills

Teeth Cleaning • Dental Radiographs
Bleaching Tray & Temporary Crown Fabrications • Instrument Sterilization
Temporary Fillings • Periodontal Dressings • Operatory Preparation
Model Casting • Preliminary Oral Health Exams • Fluoride & Sealant Applications
Dexis • Dentrax • Eaglesoft

Professional Experience

ABC DENTAL ASSOCIATES, Sometown, FL

Dental Assistant, 2007 to Present

- Efficiently manage patient care, office and laboratory duties within a multispecialty dental group employing 15 dentists and 32 dental assistants.
- Expose and process dental X-rays; maintain patient records and lab equipment; sterilize instruments; assist office manager with patient scheduling, billing and insurance claims; and educate patients on postoperative and general oral health care.
- Maintain clean, sterile and positive environments optimizing patient comfort and safety.
- Built a loyal patient following; frequently requested by patients to serve as their dental assistant.

DEF DENTAL OFFICE, Sometown, FL

Dental Assistant, 2005 to 2007

- Worked chairside assisting family dentist with routine cleaning and specialized procedures, making patients feel as relaxed as possible and preparing them for treatment.
 - Gained experience in exposing and processing X-rays; fabricating crowns, pouring impressions, trimming models and preparing orthodontic equipment; and assisting with extractions, impactions, fillings, implants, local anesthesia, suture placements/removals and biopsies.
-

Dental Assistant Training

ABC DENTAL TRAINING SCHOOL, Sometown, FL

Dental Assisting Diploma (CODA-accredited program), 2004

DENTAL ASSISTING NATIONAL BOARD (DANB)

Certified Dental Assistant (CDA), 2004

GHI PROGRAM, Sometown, FL

Completed Florida Board of Dentistry-approved radiology course, 2005