

# Robert Smith

## *Chairside Dental assistant*

### PERSONAL STATEMENT

To establish a long-term career in a company where I may utilize my Chairside Dental assistant professional skills and knowledge to be an effective Associate Program Manager and inspiration to those around me.

### WORK EXPERIENCE

#### ***Chairside Dental assistant***

**ABC Corporation - June 1998 - July 2003**

##### *Responsibilities:*

- Assisted the dentist.
- Taken x-rays.
- Ordered supplies.
- Made appointments.
- Worked in dentistry for a total of 25 years.
- Earned my DA and CDA certificates.
- Took directions well.

#### ***Chairside Dental assistant***

**Delta Corporation - 1996 - 1998**

##### *Responsibilities:*

- Lead Assistant Assistant Office Manager Receptionist (601) 693-7913.
- Set up/breakdown examination rooms, sterilized instruments, took panoramic/X-rays for patients, assisted dentists to provide four-handed dentistry .
- Provided dental examinations for athletics, applied sealants on permanent molars, and educated patients/parents on oral hygiene instructions.
- Chairside and Front Office Software - Microsoft Office, Dentrix, Eaglesoft Office - phone, filing, collections (A/R), planning, scheduling Dentistry -.
- Union, Missouri.
- Assisted Dentists in General Dentistry and Specialty practice,  
-Developed Curriculum for and trained Red Cross volunteers, -Worked as a Preventive .
- Assisted Advanced General Dentist in small clinic.

### Education

AA In Dental Assisting

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Planning Skills, Directing Skills.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)