

Lead Assistant

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Seeking a sales (manager) position with an organization where will be able to utilize ability to stimulate and motivate a productive sales force to maximize the company's sales objectives using obtained skills in retail sales, cash management, and supervisory.

Skills

Microsoft Word, Power Point, Cash-handling, telephones, fax machines, copy machines.

Work Experience

Lead Assistant

ABC Corporation - January 2012 - December 2014

- Performed all phases of four (4) handed Dental Assisting duties for endodontics, oral surgery and restorative procedures.
- Possessed the skills necessary to perform.
- Registered Dental Assistant duties as per State of Alabama licensing guidelines, under the direct supervision of the Staff Dentists.
- Performed standard and radiographic methods, expose, process and mount diagnostic radiographs.
- Performed the following supportive tasks to ensure efficiency of patient flow.
- Cleaned, sterilized instruments, and set up trays.
- Stocked and stored all supplies and materials.

Lead Assistant

Delta Corporation - 2011 - 2012

- Maintenance and testing of equipment (sterilizer, x-ray dosimetry, x-ray processor, etc.) including daily lubrication of equipment.
- Pouring up models and other lab procedures.
- Identify, contact and build relationships with prospective customers through a combination of telephone and in-person calls, networking and referrals .
- Inform and upgrade sales and current promotions.
- Demonstrate excellence with listening, verbal, and written communication skills Ability to navigate and multi-task with various applications while .
- Process orders, billing inquiries and leads.
- Chair side assisting Oral Surgery X-rays Infection Control Crown and Bridge Composite and Amalgam fillings OHSA Lab work Dentures Rx, Charting Post-.

Education

Certification in Tooth Anatomy - March 2011(Jefferson State Community College - Clanton, AL)