

# ROBERT SMITH

## Asst. Lead Assistant

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Certified Dental Assistant experienced in direct patient care, routine laboratory tasks, creating and updating patient records and general office management. Specialization in Oral & surgery.

## EXPERIENCE

### Asst. Lead Assistant

#### ABC Corporation - FEBRUARY 2015 - FEBRUARY 2016

- Managed opening and closing duties.
- Handled administrative matters including screening calls, managing calendars, planning meetings, making travel arrangements, composing documents and .
- Interacted professionally with all levels of staff and maintain the highest level of confidentiality known for tact and diplomacy in handling sensitive .
- Considered a power user of Microsoft Office; quickly learn and master new technology.
- Prepared marketing tools social media, magazines, and newspapers.
- Specialized in customer service and organizing files for inventory.
- Set up examination room and dental trays in preparation for examinations and procedures.

### Lead Assistant

#### Delta Corporation - 2011 - 2015

- Set up examination room and dental trays in preparation for examinations and procedures.
- Successfully assisted the dentist by performing four-handed dentistry and other chair-side duties.
- Assisted dentist in management of medical or dental emergencies when necessary.
- Worked closely with patients before, during and after dental procedures.
- Diligently cleaned instruments and work areas in accordance with sterilization and disinfectant protocol.
- Successfully completed OSHA, ADA and HIPAA compliance trainings.
- Maintained proper universal precautions and infection control procedures at all times.

## EDUCATION

- Oral & Maxillofacial surgery - (Bender Dental Academy - Macon,

GA)

## **SKILLS**

Computing : Type 70 Wpm, Fluent In Windows Environments, Highly Proficient.