

Robert Smith

Lead Assistant III

PERSONAL STATEMENT

To obtain a career with opportunities to contribute personal skills to promote company growth, while continuing to develop professionally by acquiring additional knowledge and skill sets. .

WORK EXPERIENCE

Lead Assistant III

The ESTEE LAUDER COMPANIES, Office Services - October 1990 - 2020

Responsibilities:

- Competently exposed, developed and mounted dental x-rays.
- Administered appropriate amounts of topical and local anesthetics and nitrous oxide.
- Assisted with or instituted emergency procedures for sudden adverse developments during treatments.
- Quickly and thoroughly set up trays and sharpened instruments.
- 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.

Lead Assistant

Delta Corporation - 1988 - 1990

Responsibilities:

- November 20, 2012 650 West Maryland Ave, STE 2.
- March 1, 2010 5740 Ralston Ave Suite 200 Ventura, CA 93003 (805)477-0660 Instructor Dental Assistant /Program Director.
- Acted as lead customer service representative for 5 to10 clients; served as point of first contact from event conception through post-event .
- Recognized for team building and leadership experience of managing seven employees.
- Assisted store manager with opening and closing store operations.
- Effectively communicated with customers, employees, and leadership to resolve organizational issues.
- Cash operations received multiple forms of payments including receipts, refunds, and credits.

Education

Certificate in Hotel Operation - (New York University)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Invisalign CE, implant CE, Management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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