



HARPER LEWIS

Orthodontic Dental Assistant

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PROFESSIONAL SUMMARY

Dedicated Orthodontic Dental Assistant with 7 years of extensive experience in delivering high-quality patient care and support during orthodontic treatments. Proficient in managing patient records, assisting in complex procedures, and ensuring optimal patient comfort and education. Committed to fostering a positive environment and enhancing the overall patient experience in orthodontics.

WORK EXPERIENCE

Orthodontic Dental Assistant

Maple Leaf Consulting

📅 Apr / 2020-Ongoing

📍 Toronto, ON

1. Managed patient scheduling and communications, ensuring a smooth and efficient office workflow.
2. Provided comprehensive patient care by assisting the orthodontist during various procedures, enhancing patient comfort.
3. Maintained and updated patient records with accuracy to support treatment planning and follow-up.
4. Executed thorough instrument cleaning, sterilization, and disinfection protocols in compliance with industry standards.
5. Performed post-treatment care, including appliance and adhesive removal, ensuring patient satisfaction.
6. Assisted in the placement and removal of orthodontic appliances and ligatures, adhering to safety protocols.
7. Captured accurate impressions and radiographs for diagnostic and treatment purposes.

Orthodontic Assistant II

Summit Peak Industries

📅 Apr / 2018-Apr / 2020

📍 Denver, CO

1. Monitored and analyzed emergency patient visits, leading to process improvements that reduced emergency cases.
2. Engaged in continuous professional development to remain updated on orthodontic practices and technology.
3. Educated patients and guardians on orthodontic procedures, fostering informed decision-making.
4. Maintained detailed records of patient treatments and progress, ensuring compliance with best practices.

EDUCATION

Associate of Applied Science in Dental Assisting

Community College of Dental Arts

📅 Apr / 2016 - Apr / 2018

📍 Portland, OR

Comprehensive training in dental assisting, focusing on orthodontics, patient care, and office management.

SKILLS

Dental Software Proficiency



Digital Patient Record Management



Efficient Data Entry Skills



Dental Terminology



Record Keeping



INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

STRENGTHS

🔍 Criticality

☰ Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

LANGUAGES



English



Mandarin



Dutch

ACHIEVEMENTS

🌟 Increased patient satisfaction ratings by 20% through effective communication and care.

🌟 Successfully assisted in over 100 orthodontic procedures, enhancing treatment efficiency.