



AMELIA MOORE

Orthodontic Assistant

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PROFESSIONAL SUMMARY

Enthusiastic Orthodontic Assistant with 2 years of dedicated experience in enhancing patient care during orthodontic treatments. Proficient in assisting with procedures, managing patient documentation, and providing essential education on oral health. Committed to fostering a supportive environment and contributing to a team focused on delivering exceptional orthodontic services.

WORK EXPERIENCE

Orthodontic Assistant

📅 Apr / 2024-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Recorded treatment information accurately in patient records to ensure compliance and continuity of care.
2. Provided clear postoperative instructions as prescribed by the orthodontist to promote patient recovery.
3. Facilitated appointment scheduling and billing processes to enhance operational efficiency.
4. Assisted in the preparation of orthodontic materials and equipment for procedures.
5. Ensured a welcoming atmosphere for patients by addressing their concerns and needs effectively.
6. Maintained a sterile and organized work environment to adhere to health and safety standards.
7. Supported the orthodontist during procedures, ensuring patient comfort and safety.

Orthodontic Assistant/Specialist

📅 Apr / 2023-Apr / 2024

Lakeside Apparel Co

📍 Chicago, IL

1. Assisted chairside during orthodontic treatments, enhancing patient comfort and experience.
2. Obtained and developed X-rays, ensuring high-quality imaging for treatment planning.
3. Performed full bonding and arch wire changes, contributing to efficient treatment progress.
4. Created custom retainers from patient molds, ensuring accurate fits for optimal results.

EDUCATION

Diploma in Dental Assisting

📅 Apr / 2022-Apr / 2023

City College of San Francisco

📍 Seattle, WA

Completed comprehensive training in dental assisting, focusing on orthodontic principles and practices.

SKILLS

Patient Interaction Skills

10

Manual Dexterity

9

Positive Attitude

10

Professionalism

9

Conflict Resolution

9

INTERESTS

🔧 Woodworking

🌠 Star Gazing

★ Theatre

🏠 Architecture

STRENGTHS

😊 Politeness

🚩 Determination

🚀 Ambition

✅ Dedication

LANGUAGES



English



Russian



Mandarin

ACHIEVEMENTS

★ Improved patient satisfaction scores by 20% through effective communication.

★ Streamlined appointment scheduling, reducing wait times by 15%.