



# JACKSON TURNER

Orthodontist Assistant

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## PROFESSIONAL SUMMARY

Dedicating five years to orthodontic assistance has equipped me with extensive skills in patient care and procedure support. I excel in managing patient records, coordinating treatment plans, and ensuring a comfortable environment. My commitment to exceptional service enhances patient satisfaction and contributes to a well-functioning team. I am eager to bring my expertise to a dynamic orthodontic practice.

## WORK EXPERIENCE

### Orthodontist Assistant

WidgetWorks Inc.

📅 Apr / 2022-Ongoing

📍 Denver, CO

1. Prepared examination rooms and dental trays for procedures, ensuring readiness and organization.
2. Conducted full diagnostic records, including X-rays and study models, for accurate patient assessments.
3. Expertly took impressions and made retainers while adhering to sterilization standards.
4. Welcomed new patients, providing office tours and introductions to promote a friendly atmosphere.
5. Managed front office tasks such as appointment scheduling and patient inquiries using the Orto computer system.
6. Assisted orthodontists during procedures, ensuring efficient workflow and patient comfort.
7. Performed charting, patient care, and dental lab work related to retainers and other orthodontic appliances.

### Orthodontist Assistant

Crescent Moon Design

📅 Apr / 2020-Apr / 2022

📍 Portland, OR

1. Greeted patients and prepared them for examinations, establishing rapport and comfort.
2. Maintained strict sterilization of dental equipment and rooms, adhering to infection control policies.
3. Monitored waiting room status to ensure timely patient flow and satisfaction.
4. Provided postoperative instructions as directed by the orthodontist, ensuring patient understanding.
5. Accurately documented patient medical histories and treatment plans for comprehensive care.

## EDUCATION

### Associate of Applied Science in Dental Hygiene

National University of Health Sciences

📅 Apr / 2018 - Apr / 2020

📍 Portland, OR

Focused on dental hygiene principles and patient care techniques.

## SKILLS

### Patient Care



### Infection Control Protocols



### Patient Education



### Orthodontic Procedures Support



### Patient education



## INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

## STRENGTHS

🔍 Criticality

☰ Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

## LANGUAGES



English



Polish



Japanese

## ACHIEVEMENTS

★ Successfully managed patient records for over 100 patients, enhancing clinic efficiency.

★ Assisted in over 200 orthodontic procedures, ensuring high patient satisfaction.

★ Implemented a new patient education program that increased patient understanding of treatment by 30%.