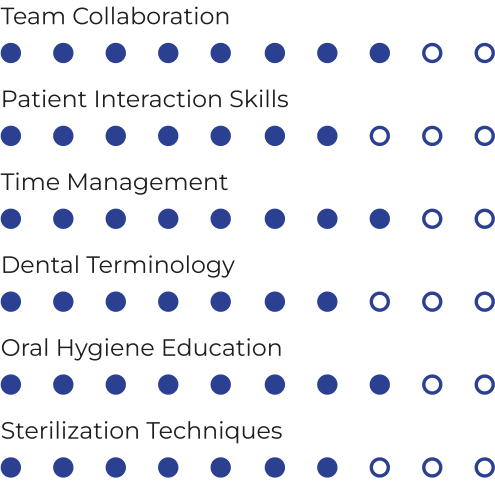


NOAH WILLIAMS

Orthodontic Dental Assistant

support@qwikresume.com
(123) 456 7899
Los Angeles
www.qwikresume.com

SKILLS



INTERESTS

DIY Projects Crafting

Meditation History

STRENGTHS

Humility Innovation

Insightfulness Integrity

LANGUAGES



ACHIEVEMENTS

- Streamlined patient intake process, reducing wait times by 20%.
- Successfully assisted in over 100 orthodontic procedures, ensuring patient comfort and satisfaction.

PROFESSIONAL SUMMARY

Enthusiastic Orthodontic Dental Assistant with two years of experience in delivering exceptional patient care. Skilled in assisting with orthodontic procedures, educating patients about treatment options, and ensuring a welcoming environment. Committed to enhancing patient satisfaction through effective communication and meticulous care during all stages of treatment.

WORK EXPERIENCE

- Orthodontic Dental Assistant
WidgetWorks Inc. Mar / 2024-Ongoing Denver, CO
- Assisted orthodontists during procedures, ensuring all tools and materials were prepared and available.
 - Educated patients on oral hygiene practices specific to orthodontic care.
 - Managed patient records and appointment scheduling through dental software.
 - Maintained a clean and organized work environment, adhering to sterilization protocols.
 - Conducted follow-up calls to ensure patient satisfaction and address any concerns.
 - Collaborated with dental team members to optimize workflow and patient care.
 - Provided emotional support to patients, helping to alleviate anxiety related to treatments.

- Asst. Pediatric Dental Assistant
Silver Lake Enterprises Mar / 2023-Mar / 2024 Seattle, WA
- Prepared treatment rooms and sterilized instruments before each appointment.
 - Welcomed patients and recorded medical histories and treatment updates.
 - Assisted in taking X-rays and managing orthodontic imaging processes.
 - Ensured patient comfort during procedures by providing reassurance and support.
 - Maintained accurate inventory levels of orthodontic supplies and equipment.
 - Documented patient interactions and treatment outcomes in electronic health records.

EDUCATION

- Associate of Applied Science in Dental Assisting
Springfield Community College Mar / 2022 - Mar / 2023 Santa Monica, CA
- Completed coursework in dental anatomy, radiography, and patient care techniques.