

Adrian Carter

Dental assistant resume

KNOWLEDGE OF

Patient care

Dental hygiene

Sterilisation procedures

Recording medical histories

Scheduling appointments

Coronal polishing

Fluoride application

Anaesthetic application

CAREER OBJECTIVE

An eager and focused young person who is able to follow instructions and remain calm in emergency situations. Adrian has a good understanding of dental surgery procedures, including the use of sedatives and anaesthetics. He is reasonably fit and healthy, with good posture and has high levels of personal hygiene. He will be able to anticipate the needs of a dentist and is currently looking for a suitable position with an exciting and reputable dental surgery.

ACADEMIC QUALIFICATIONS

<i>Coventry North College</i>	<i>2011 - 2012</i>
Dental Care Diploma	Pass
<i>Birmingham South High School</i>	<i>2008 - 2011</i>
Maths	Pass
English	Pass
Biology	Pass
Physics	Pass

PERSONAL SKILLS

Mature & responsible attitude

Patience

Quick & efficient

Calm personality

Energetic

Quick learner

Caring

Sympathetic

Good memory

DENTAL SKILLS ACQUIRED WHILST STUDYING

- Handing dentists instruments during procedures.
- Accurately updating a patients paper and computer records.
- Writing letters to patients.
- Sterilising dental instruments.
- Ancillary services i.e. teeth whitening, orthodontics.
- Preparing bills and taking payment from patients.
- How the most common dental instruments are used.
- Dental terminology and vocabulary.
- Preparing a patient to be seen by a dentist.
- Preparing materials for impressions and restorations.
- Ordering dental supplies.
- Reception duties, greeting patients, booking them and answering their queries.
- Deal with stressful situations i.e. upset and emotional patients.

KEY ATTRIBUTES

- Strong customer relation skills, able to make patients feel calm & comfortable.
- A friendly, caring and mature attitude.
- Good listening skills and empathic to the needs of others.
- Not squeamish and comfortable with seeing/handling bodily fluids and blood.

SELECTED ACHIVIEVEMENTS

Certified Dental Assistant Certificate
Advanced First Aid Certificate
CPR Certification

HOBBIES & INTERESTS

Adrian relishes challenges, and in his spare time he enjoys doing crossword puzzles and entering competitions. He is also a budding actor and is a member of the local dramatics society, where he is responsible for organising plays & marketing them.

REFERENCES – Available on request.

PERSONAL DETAILS

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