



# Michelle Baxter

Dental Assistant

## Profile

*Patient-focused Dental Assistant with excellent knowledge regarding most recent at-home care practices related to oral hygiene and preventative dental care. A member of the Dental Assistant's Association and frequent recipient of the top Dental Assistant quarterly award in the county. An average score of 95% from monthly customer satisfaction surveys for the last 24 months—specialist knowledge of pediatric dental; procedures and alternative anesthetics protocols. Currently busy with an Advanced Diploma in Non-Invasive Dental Procedures.*

## Employment History

### Senior Dental Assistant at BKJ & Associates, Springfield

January 2019 — June 2020

*Receive an average of 5 patient thank you letters per month for oral hygiene procedures performed, and maintained a 95% score in the quarterly customer satisfaction survey.*

- Provide chair-side support to a solo Dentist practice
- Prioritize patient care and oral hygiene education
- Assist with filling, extraction, and crowns procedures
- Taking impressions and pouring them into molds
- Prepare patients for in-room surgeries
- Keep detailed records of all procedures and sundries used to update claim forms according to universal dental practice codes
- Prepare and sanitize examination areas before each appointment

### Dental Assistant at Blueseal Medical Centre, Seattle

January 2017 — December 2018

*Decreased sterilization and sanitation activities by implementing the usage of multifunctional cleaning products and electrical sanitation tools.*

- Operate equipment and monitors per instruction of the dentist
- Layout instruments on the dentistry table before each procedure
- Sterilize equipment and instruments used during procedures
- Administer fluoride molds and conduct teeth polishing after check-up is completed
- Responsible for office administration such as appointments, aftercare calls, invoicing, and healthcare insurance claims
- Perform lab duties such as mixing materials for molds and casts
- Conduct a weekly stock take to top up sundries and pharmaceutical products
- Manage finances and track patient payments
- Responsible for tracking insurance claims and progress reports regarding claims payouts
- Fill in new patient records and update current patient particulars

## Details

1515 Pacific Ave, Los Angeles, CA 90291, United States, (541) 754-3010

[email@email.com](mailto:email@email.com)

Place of birth

San Antonio

Nationality

American

Driving license

Full

## Links

[Twitter](#)

[Linkedin](#)

## Skills

Dentrix

SOFTDENT

Eaglesoft

PracticeWork

X-Ray Machines

DEXIS

Apteryx

Probes

Anesthetic

Sterilization Equipment

Surgical Utensils

Sealants

Veneers

Crowns

Fillings

Root Canals

Implants

Root Planing

Scaling

## **Intern Dental Assistant at Department of Public Health, Philadelphia**

January 2016 — November 2016

*Received four commendations for efficient four-handed dentistry from the Association for Dental Assistants quality review panel.*

- Oversee the dental practice and suggest improvements to increase practice efficiency, branding, and cashflow
- Provide preventive dental care, examine teeth and gums, do a comprehensive cleaning of teeth and explain oral hygiene practices to patients.

## **Education**

### **Associate of Science – Dental Hygiene, Oxnard College, Oxnard**

June 2017 — June 2019

Course Topics: Oral Anatomy, Dental Materials, Dental Office Administration, Dental Pharmacology, Dental Radiography

### **Certified Member, California Dental Assistant Association, Orange County**

May 2018 — December 2018

### **Certified Dental Assistant (CDA), Dental Assisting National Board, Chicago**

January 2015 — December 2016

Exams completed: General Chairside Assisting (GC), Radiation Health and Safety (RHS), Infection Control (ICE)

## **Courses**

### **Smile Wright Course Programme, Smile Wight Dental Assistant School, Sometown, CT**

June 2020 — June 2020

Teeth Cleaning Instruments

Recordkeeping

Periodontal Charting

Infection Control

Stain Removal

Self-Care Programs

Surgical Instruments

Dental Technology

Coronal Instruments

Cerec

Coronal Instruments

Dental Impressions

ICD 10

Invisalign

## **Languages**

English

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French

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