

Michelle Baxter



Dental Assistant

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Nationality	American	Driving license	Full
Links	Twitter , LinkedIn		

01 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.

02 EMPLOYMENT HISTORY

01/2019 — 06/2020

Senior Dental Assistant at BKJ & Associates

Springfield

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

01/2017 — 12/2018

Dental Assistant at Blue Seal Medical Centre

Seattle

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

01/2016 — 11/2016

Intern Dental Assistant at Department of Public Health

Philadelphia

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.

03 EDUCATION

Jun 2017 — Jun 2019

Oxnard College

Oxnard

Associate of Science – Dental Hygiene

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

May 2018 — Dec 2018

California Dental Assistant Association

Orange County

Certified Member

Jan 2015 — Dec 2016

Dental Assisting National Board

Chicago

Certified Dental Assistant (CDA)

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

04 SKILLS

Dentrix	Root Planing
SOFTDENT	Scaling
Eaglesoft	Teeth Cleaning Instruments
PracticeWork	Recordkeeping
X-Ray Machines	Periodontal Charting
DEXIS	Infection Control
Apteryx	Stain Removal
Probes	Self-Care Programs
Anesthetic	Surgical Instruments
Sterilization Equipment	Dental Technology
Surgical Utensils	Coronal Instruments
Sealants	Cerec
Veneers	Coronal Instruments
Crowns	Dental Impressions
Fillings	ICD 10
Root Canals	Invisalign
Implants	

05 COURSES

Jun 2020 — Jun 2020

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

06 LANGUAGES

English



French

