

# MICHELLE BAXTER

Dental Assistant

## INFO

### ADDRESS

1515 Pacific Ave, Los Angeles, CA 90291, United States

### PHONE

(541) 754-3010

### EMAIL

email@email.com

### PLACE OF BIRTH

San Antonio

### DRIVING LICENSE

Full

### NATIONALITY

American

## LINKS

[Twitter](#)

[Linkedin](#)

## SKILLS

Dentrix

SOFTDENT

Eaglesoft

PracticeWork

X-Ray Machines

DEXIS

## 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, BKJ & Associates

Springfield

Jan 2019 — Jun 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, Bluseal Medical Centre

Seattle

Jan 2017 — Dec 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

Apteryx  
Probes  
Anesthetic  
Sterilization Equipment  
Surgical Utensils  
Sealants  
Veneers  
Crowns  
Fillings  
Root Canals  
Implants  
Root Planing  
Scaling  
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

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English

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French

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- 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

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

Philadelphia

Jan 2016 — Nov 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.

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## EDUCATION

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

Oxnard

Jun 2017 — Jun 2019

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

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

Orange County

May 2018 — Dec 2018

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

Chicago

Jan 2015 — Dec 2016

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

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## COURSES

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

Jun 2020 — Jun 2020

