



Michelle Baxter

□ Dental Assistant

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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

Jan 2019 — Jun 2020
Springfield

Senior Dental Assistant at BKJ & Associates

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

Jan 2017 — Dec 2018
Seattle

Dental Assistant at Blueseal Medical Centre

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

Jan 2016 — Nov 2016
Philadelphia

Intern Dental Assistant at Department of Public Health

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

Oxnard College

Associate of Science – Dental Hygiene

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

May 2018 — Dec 2018
Orange County

California Dental Assistant Association

Certified Member

Jan 2015 — Dec 2016
Chicago

Dental Assisting National Board

Certified Dental Assistant (CDA)

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

04 SKILLS

Dentrix
SOFTDENT
Eaglesoft
PracticeWork
X-Ray Machines
DEXIS
Apteryx
Probes
Anesthetic
Sterilization Equipment

Root Planing
Scaling
Teeth Cleaning Instruments
Recordkeeping
Periodontal Charting
Infection Control
Stain Removal
Self-Care Programs
Surgical Instruments
Dental Technology

Surgical Utensils
Sealants
Veneers
Crowns
Fillings
Root Canals
Implants

Coronal Instruments
Cerec
Coronal Instruments
Dental Impressions
ICD 10
Invisalign

05 COURSES

Jun 2020 — Jun 2020

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

06 LANGUAGES

English



French

