



Michelle Baxter

Dental Assistant

Info

Address

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Email

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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

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

Jan 2019 – Jun 2020 📍 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

Dental Assistant, Bluseal Medical Centre

Jan 2017 – Dec 2018 📍 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

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

English



French



Intern Dental Assistant, Department of Public Health

Jan 2016 – Nov 2016  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.

Education

Oxnard College, Associate of Science – Dental Hygiene

Jun 2017 – Jun 2019  Oxnard

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

California Dental Assistant Association, Certified Member

May 2018 – Dec 2018  Orange County

Dental Assisting National Board, Certified Dental Assistant (CDA)

Jan 2015 – Dec 2016  Chicago

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

Jun 2020 – Jun 2020