



Michelle Baxter

Dental Assistant

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↪ [Twitter](#), [Linkedin](#)

Place of birth

San Antonio

Nationality

American

Driving license

Full

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

Teeth Cleaning Instruments

Recordkeeping

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

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, Bluseal 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

Periodontal Charting
Infection Control
Stain Removal
Self-Care Programs
Surgical Instruments
Dental Technology
Coronal Instruments
Cerec
Coronal Instruments
Dental Impressions
ICD 10
Invisalign

- 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

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.

Languages

English

French

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