

Michelle Baxter, Dental Assistant

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Place of birth	San Antonio	Driving license	Full
Nationality	American		

LINKS [Twitter](#), [Linkedin](#)

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

Jan 2019 — Jun 2020 **Senior Dental Assistant, 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

Jan 2017 — Dec 2018 **Dental Assistant, Bluseal 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

Jan 2016 — Nov 2016 **Intern Dental Assistant, 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.
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EDUCATION

Jun 2017 — Jun 2019 **Associate of Science – Dental Hygiene, Oxnard College** Oxnard

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

May 2018 — Dec 2018

Certified Member, California Dental Assistant Association

Orange County

Jan 2015 — Dec 2016

Certified Dental Assistant (CDA), Dental Assisting National Board

Chicago

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

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

COURSES

Jun 2020 — Jun 2020

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

LANGUAGES

English

Native speaker

French

Native speaker