

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

Apteryx

Probes

Anesthetic

Sterilization Equipment

Surgical Utensils

Sealants

Veneers

Crowns

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
- 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

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



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

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)

COURSES

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

Jun 2020 — Jun 2020