



MICHELLE BAXTER

Dental Assistant

DETAILS

Contacts

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States

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(541) 754-3010

Nationality

American

Driving license

Full

Place of birth

San Antonio

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
- 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.

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)

LINKS

[Twitter](#) [Linkedin](#)

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

Periodontal Charting

Infection Control
Self-Care Programs
Dental Technology
Cerec
Dental Impressions
Invisalign

Stain Removal
Surgical Instruments
Coronal Instruments
Coronal Instruments
ICD 10

COURSES

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

JUNE 2020 – JUNE 2020

LANGUAGES

English

French
