

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

❖ **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

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

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

❖ **California Dental Assistant Association** May 2018 — Dec 2018
Certified Member Orange County

❖ **Dental Assisting National Board** Jan 2015 — Dec 2016
Certified Dental Assistant (CDA) 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

❖ **Smile Wright Course Programme** Jun 2020 — Jun 2020
Smile Wight Dental Assistant School, Sometown, CT

LANGUAGES

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English

Native speaker

French

Native speaker