

Jara Stephens

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Skills

Dental professional with a solid foundation in dental assisting, skilled in supporting dental procedures and patient care. Proven ability to adapt to dynamic work environments and collaborate effectively with dental teams. Known for attention to detail and excellent communication skills, fostering positive experiences for patients and colleagues. Proficient in utilizing Dentrix software and iTero technology to streamline operations and improve service delivery.

- Friendly, positive attitude
- Teamwork and collaboration
- Time management
- Flexible and adaptable
- Dependable and responsible
- Multitasking
- Verbal communication
- Digital X-ray proficiency
- Equipment sterilization

Experience

March 2025 - Current

Jefferson Dental Care, Austin - *Registered Dental Assistant*

- Proven ability to learn quickly and adapt to new situations.
- Organized and detail-oriented with a strong work ethic
- Assisted with patient management and scheduling for efficient office operations.
- Prepared treatment rooms, instruments, and materials for dental procedures.
- Maintained accurate patient records and updated charts as necessary.
- Educated patients on oral hygiene practices and post-treatment care.

- Provided chairside assistance during examinations, improving the dentist's efficiency and patient satisfaction.

June 2024 - January 2025

Cracker Barrel, San Marcos - *Server*

- Collaborated with team members during busy shifts for efficient workflow and excellent guest experiences.
- Enhanced customer satisfaction by promptly attending to their needs and providing personalized service.
- Maintained a clean and orderly dining area for an enjoyable guest experience.
- Provided attentive service during high-volume periods, without sacrificing attention to detail or guest rapport.
- Assisted in training new hires, guiding restaurant standards, and best practices.
- Resolved customer complaints promptly and professionally to maintain a positive reputation.
- Consistently met or exceeded performance goals related to sales targets, customer satisfaction ratings, and order accuracy.

May 2023 - August 2023

Putters and Gutters - *Server* (Summer break)

- Demonstrated strong multitasking skills by managing multiple tables simultaneously without compromising service quality.
- Served food and beverages promptly with focused attention to customer needs.
- Worked with POS system to place orders, manage bills, and handle complimentary items.
- Collaborated with team members during busy shifts for efficient workflow and excellent guest experiences.
- Performed opening and closing duties, ensuring the dining area was prepared for seamless service transitions.
- Cultivated warm relationships with regular customers.

Education

Predicted 2027

Texas State, San Marcos - *Bachelor's Degree In Health Science*

May 2025

RDA- San Antonio Dental Assisting School

Certifications

- CCMA - Certified Clinical Medical Assistant
- CPR Certified (3-8-2025)
- First Aid Certified
- CPhT - Certified Pharmacy Technician
- RDA - Registered Dental Assistant (#147717)

Activities and Honors

- [LHS ALUMNI SCHOLARSHIP] Scholarship Recipient
- Extracurricular Activities: [CHEER]
- [XFX SPIRIT CLUB OFFICER]
- Elected Captain of [CHEER TEAM]