

# Emily Lansford

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## Professional Summary

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Motivated and compassionate Dental Assistant with strong patient care skills and hands-on experience in dental procedures, sterilization, and office support. Dedicated to creating a comfortable environment for patients and supporting dental teams in delivering quality oral healthcare.

## Experience

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### RDA

*Garden Ridge Center for dentistry* · June 2022- September 2022

- Managed appointment scheduling and insurance verification
- Assisted dentist during examinations, fillings, extractions, and other procedures
- Prepared and sterilized instruments and treatment rooms
- Took digital X-rays and maintained patient charts

### RDA

*Alegre dental* · september 2022- january 2023

- Provided post-procedure instructions and patient education
- Greeted patients, scheduled appointments, and handled phone calls
- Processed insurance claims and patient payments

## Education

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**Registered dental assistant**, *Dental assistant program at east central high school* - 2021-2022

**High school Diploma**, *East central high school* - 2022

**Biology pre-major**, *St philip's community college* - 2025-2027

## Professional Certifications

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- Registered dental assistant
- CPR Certification

## Database & Cloud Technologies

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Dentrix

Itero

NOMAD

Weave

## Key Skills

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Excellent communication and teamwork • Dental charting and recordkeeping • Sterilization and infection control (OSHA/CDC standards) • Organization and multitasking • Adaptability and flexibility • Critical thinking

## References

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Available upon request