

# MONIQUE MEDELLIN

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## OBJECTIVE

Registered Dental Assistant motivated to contribute to the success of a dental team while continuing to develop, perform, and adapt an established office while ensuring and performing great assistance with strong work ethic and patient care skills.

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## RELATED EXPERIENCE

### Dental Plus Clinic

Dental Assistant Externship

San Antonio, TX  
June 2025 – July 2025

- Dental tray set-ups and sterilization
- Assisted dentist during a variety of treatment procedures (e.g., fillings, extractions, crowns).
- Prepared and sterilized instruments and treatments rooms following OSHA and CDC guidelines.
- Took and developed dental X-rays (digital and film).
- Maintained accurate and detailed patient records and charts.
- Provided chairside assistance during dental procedures, ensuring patient comfort and efficient workflow.
- Greeted and prepared patients for treatment; explained procedures and provided post-operative instructions.
- Educated patients on oral hygiene and preventive dental care.
- Maintained dental supply inventory and placed orders as needed.
- Handled confidential information in compliance with HIPAA regulations.
- Experienced with digital imaging and intraoral cameras

### Laugh Out Loud Comedy Club

Server

San Antonio, TX  
10/2017 - Present

- Met personal/team sales targets and call handling quotas
- Provided accurate, valid and complete information by using the proper methods/tools.
- Followed communication procedures, guidelines and policies.

### Whataburger

Cashier

San Antonio, TX  
06/2009 – 10/2018

- Organized and cleaned restaurant during downtime; always maintained a sanitized work environment.
  - Handled currency and credit transactions quickly and accurately.
  - Followed procedures for sale food preparation, assembly, and presentation.
  - Built loyal clientele through friendly interactions and consistent appreciation.
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## EDUCATION

### The College of Health Care Professions

Dental Assistant Program

San Antonio, TX  
06/2025

### Rainbow Continuing Education

High School Diploma

San Antonio, TX  
06/2024

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## CERTIFICATIONS

CPR/AED

HIPAA Trained

03/2024 – 03/2026  
03/2024