

# ALEXANDRA DEVICO MCCALLUM

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Motivated and detail-oriented dental assistant student seeking an internship position to further develop my clinical skills and contribute to a professional dental team. Hoping to apply current and future dental assistant education, strong patient care skills, professionalism, and hands-on helping abilities to a dedicated care team. I bring extensive experience in client communication, organization, multitasking, and creating a calm, supportive environment.

I am currently a student at the Dental Assisting School of Kyle, where I am training in chair-side assisting, sterilization and infection control, dental radiographs, and patient care. I am ambitious, dependable, and eager to gain hands-on experience in a supportive office environment. I am available any day with the exception of Saturday, due to class. I am willing and able to start immediately. I am based in San Marcos and willing to commute to surrounding areas. I welcome the opportunity to speak with you and provide any additional information.

## EDUCATION

Dental Assistant Training Program      Kyle Parkway Dentistry: Completion January 2026

Currently enrolled in a comprehensive program with hands on skills training including chair-side assisting, infection control, instrumentation, dental materials, radiography preparation, and patient support.

## SKILLS

- Strong patient communication and rapport building
- Attention to detail in fast paced environments
- Experience managing confidential and sensitive information
- Quick learner with excellent adaptability
- Dependable team player with strong initiative
- Multitasking and organization under pressure
- Customer service experience transferable to patient care

## EXPERIENCE

LICENSED REAL ESTATE AGENT - APARTMENT LOCATOR      Austin, TX | 2023 - Present

- Provided high quality client service requiring professionalism, confidentiality, and attentive communication.
- Managed detailed scheduling, documentation, and multi-step processes similar to clinical workflow organization.
- Demonstrated accuracy, reliability, and the ability to handle multiple clients simultaneously.

FREELANCE ENTERTAINMENT & CLIENT SERVICES      Austin, TX | 2020 - Present

- Adapted quickly to new roles, environments, and procedures – demonstrating flexibility vital in work settings.
- Maintained professional appearance and demeanor while working under time constraints.
- Collaborated as part of a team in structured, high expectation environments requiring precision and focus.

EDUCATOR COUNSELOR - COMMUNITY SYSTEMS INC.      Fairfax, VA | 2011 - 2019

- Built trust with diverse individuals, providing support with patience, empathy, and strong communication.
- Handled sensitive information discreetly and professionally – essential for patient care.
- Planned and executed structured activities requiring organization, safety awareness, and attention to detail.

## CERTIFICATIONS

- Licensed Real Estate Sales Agent - Texas (2023)
- TABC Seller Training Certification (#10723086) - Valid through August 31, 2027
- Texas Food Handler Certification (Cert. # TX-FH-903256, Learn2Serve License #9) - Valid through September 5, 2027