

Samantha Hernandez

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Objective

To obtain a part-time dental assistant position

Certifications

X-Ray Certified
Certifications RDA and CPR

Educational Background

Kaplan College, San Antonio, TX
Dental Assisting Program
GPA 3.5

Dental Skills Summary

<ul style="list-style-type: none">•4-Handed Dentistry•Preventative Care•Instrument Sterilization•Diagnostic X-Rays	<ul style="list-style-type: none">•Infection Control•Emergency Treatments•Prosthetics/Restorations•General/Oral Surgery/Implants/Perio	<ul style="list-style-type: none">•Bleaching Trays/Essix•Mouth guards•Casts/Impressions•Patient Education
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Chairside Skills

<ul style="list-style-type: none">•Prepare tray setups for dental procedures. Obtain dental records prior to appointments (chart audits previous day)•Prepare patients for procedures - ensure comfort and develop trust; calm distressed patients; instruct patients on post-operative and general oral health care; take and record medical and dental histories.•Oversee cleanliness of operatories and instruments; ensure safe/sanitary conditions using autoclave, ultrasonic, cold sterile and dry heat instrument sterilization.•Assist dentist with denture step process, extractions (surgical and general), fillings, root canals, crown/bridges, temporary crowns, implants and sealants. Take casts and impressions for prosthetics/restorations.

Laboratory Skills

- Prepare materials for impressions and restorations
- Pour models and make casts
- Trim Models to be sent out to lab
- Ensure Lab slips are filled out and signed by dentist

General Office Skills

<ul style="list-style-type: none">•Eaglesoft/Dentrix•Microsoft Office•Filing/Alpha and Numerical	<ul style="list-style-type: none">•Exceptional Phone Etiquette•Data Entry•Cash Handling	<ul style="list-style-type: none">•Record Maintenance•Scheduling
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Work Experience

Lead Dental Assistant

Aspen Dental, Aug 2013 – Dec 2016

Extremely versatile; interfaced with up to 24 patients daily and engaged in a variety of procedures ranging from the routine to the more complex--always ensured compassionate and effective care.

Selected as Lead Dental Assistant for a two (2) doctor/four (4) dental assistant office--reviewed daily schedule, assigned workload ensuring proper coverage, and reviewed fellow assistants' efforts to ensure completeness and quality of care

Always ready to lend a helping hand--took on additional responsibilities as office manager during the incumbent's absence--skillfully handled all administrative duties including: scheduling patients, creating new charts, pulling and filing records, and addressing billing questions/issues--office never missed a beat

Handpicked to aid visiting oral surgeon on a weekly basis; exposed to more complex issues and procedures--quickly mastered new techniques while providing invaluable aid to the practitioner and their patients

Sole dental assistant responsible for opening two (2) new offices--started from scratch, ensuring offices were well-stocked and technician-ready to immediately accept and treat new patients

Individually tutored nine (9) new dental assistants and externs on dental procedures and office administration--diligent efforts brought new technicians up to speed and increased office productivity

Dental Assistant

Pat Booker Dental Care, Jan 2017 – Nov 2021

Hired on as dental assistant with a staff of 6 assistants, 4 hygienist, 3 General Dentist and 2 specialty Dentist. Mainly with General but would help where needed. Lead assistant for the last 2 years there.

Fast-paced office dealing with a patient load of 18 patients per dentist, sometime more. Normally have 2 assistants per dentist but can also handle workload solo if short staffed.

Chart Audits were done prior to next day and ready for dentist. Made sure to check Dr. notes and knowledge of next visits and double checked that hygiene visit is scheduled. Tray set ups for procedures, notes, breakdown of room and sterilized for next patient. Sterilization of instruments kept up with throughout the day and organized.

Assisted with fillings, crown and bridges, making temporary crowns and bridges, extractions and full mouth x-rays taken when needed. As well as assist hygienist with x-rays, charting and polishing.

Ensured everything in operatory was done before I brought dentist including: x-rays, instruments and materials available and ready, consents signed, pre op instructions, blood pressure, update medical history, temporaries removed if necessary, impressions or answering any questions about procedure and visit.

In charge of supply order for the back office (twice a month), handling monthly budget and putting away supplies when arrived.

Assisted with Specialist when present at office and occasionally help the front staff with task needing to be done, including: locating charts, filing, answering phones, scheduling and checking patients in and out.

Awards and Honors

Recognized for scholarly accomplishment by the Alpha Beta Kappa (Texas Chapter)