

San Antonio , Texas
(209) 360-5215
Stefhanycruz25@gmail.com

STEFHANY CRUZ R.

Bilingual (Spanish & English) and service driven professional with experience in team based environments, customer service, and healthcare support. Proven ability to lead, stay organized, and adapt under pressure. Strong communicator with a passion for helping people, ready to take on leadership responsibilities in a fast paced setting.

EXPERIENCE

Hayward Dental Arts - Hayward CA

Dental Assistant/Supervisor/Receptionist

Feb 2023 – May 2025

- Assisted dentist during various procedures
- Prepared treatment rooms
- sterilized instruments following OSHA protocols
- Took Dental x-rays using proper safety procedures
- Took dental impressions and prepared lab cases
- Applied topical anesthetics
- Educated patients on oral hygiene, post op care
- Administrative/Front Office
- Scheduled patient appointments
- Verified dental insurance and handled patient billing and payments
- Maintained patient records using dental software (OPEN DENTAL , Eaglesoft)
- Ordered dental supplies and necessities
- Treatment planned patients and did sales
- training new hires.
- Supervised and managed the team

Western Dental - San Leandro CA

Dental Assistant | Aug 2022 – Feb 2023

- Helped coordinate treatment flow and patient education
- Maintained high standards in cleanliness and team collaboration
- Bilingual communication (English/Spanish) to assist diverse patient base
- Take X-rays

Smile World Dental - Salida CA

Certified Dental Assistant | Apr 2022 – Jun 2022

- Supported front and back office with efficiency and attention to detail(In training)
- Delivered compassionate care in a fast-paced, team-driven setting (In training)
- Coronal polished patients teeth

EDUCATION

Dental Assisting Institute – Modesto, CA

Dental Assistant Certification / Completed 2022

Joseph A. Gregori High School - Modesto CA

Diploma / Completed 2021

Palo Alto College - San Antonio TX

RDA Course / Completed 2025

Certifications

RDA Certification

Nitrous Oxide Certification

Coronal Polishing Certification

Sealant Certification

CPR Certification (BLS AHA)

Human Trafficking Prevention Training Texas Certificate

REFERENCES AVAILABLE UPON REQUEST