

# MONICA Y JIMENEZ

REGISTERED DENTAL ASSISTANT



(210) 632-8789



myjimenez71@gmail.com



RDA License : 147192

## PROFESSIONAL PROFILE

Dedicated and highly experienced Registered Dental Assistant with over 20 years of hands-on clinical and front office experience. Strong background in chairside assisting, digital radiography, treatment coordination, and patient care. Known for reliability, efficiency, and creating a calm, organized environment in fast-paced practices.

## CORE COMPETENCIES

- CHAIRSIDE ASSISTING
- DIGITAL & TRADITIONAL RADIOGRAPHY
- TREATMENT COORDINATION
- FRONT OFFICE OPERATIONS
- INSURANCE VERIFICATION
- PATIENT EDUCATION
- STERILIZATION & OSHA COMPLIANCE
- SCHEDULING & WORKFLOW MANAGEMENT

## PROFESSIONAL EXPERIENCE

### DR. LAURA AGUILAR | NOV 2023 - DEC 2025

- Provide chairside support for restorative and preventative procedures
- Capture digital radiographs and update patient records
- Maintain sterilization protocols and OSHA compliance
- Deliver post-operative instructions and patient education

### DR. JAMES WARREN | OCT 2019 - OCT 2023

- Assisted in a wide range of general dentistry procedures
- Managed scheduling, insurance verification, and patient intake
- Coordinated treatment plans and financial discussions
- Supported efficient daily office operations

### DR. ROBERT GRAMMER | MAR 2024 - SEPT 2019

- Provided consistent chairside support for 15+ years
- Trained new dental assistants
- Handled front office operations and patient communications
- Helped maintain high patient retention through strong rapport

## TEMPORARY DENTAL EXPERIENCE

### GO TU DENTAL TEMPORARY SERVICE | JUN 2025 - PRESENT

### CLOUD DENISTRY INC SERVICE | JUN 2025 - PRESENT

## EDUCATION

### SAN ANTONIO DENTAL ASSISTANT SCHOOL - NORTHWEST RECERTIFICATION | FEB 2025 - JUN 2025

### SAN ANTONIO COLLEGE OF MEDICAL & DENTAL PROFESSIONALS DIPLOMA | 1992 - 1993