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Delyah Mendiola

Skilled and reliable Dental Assistant with experience and training necessary to assist with various dental procedure Hands-on training in dental radiography, chairside assisting, and front office administrative duties. Quick learner and successful in building relationships with coworkers and patients. Team-focused with commitment to providing exceptional care to all patients.

SKILLS

- Periodontics
- Dental office administration
- Electronic charting
- Dental radiography
- Patient sedation assistance
- Infection control proficiency
- Exam room setups
- Patient schedule management
- Multitasking
- Nitrous assistance

EXPERIENCE

7 To 7 Dental and Orthodontics, San Antonio, TX – *Front desk receptionist*

July 2023 - September 2024

- Collected payment for treatment, office fees, and payments.
- Resolved customer issues quickly and notified supervisors immediately when problems escalated.
- Greeted guests at the front desk and engaged in pleasant conversations while managing the check-in process.
- Completed data entry and filing to keep records updated for easy retrieval.
- Scheduled, coordinated and confirmed appointments and meetings.
- Maintained organized and clean front office area to create a professional and welcoming environment for visitors and employees.
- Collected cash/debit payments, processed transactions and updated relevant records.
- Resolved customer problems and complaints.
- Completed all tasks in compliance with company policies and procedures.
- Maintained confidentiality of sensitive data to protect customer and business information.
- Welcomed customers with friendly greeting, answered general questions, gathered the nature of visit and directed to specific offices.

7 To 7 Dental and Orthodontics, San Antonio, TX – *Registered Dental Assistant*

September 2024- Present

- Documented patient dental health information, medical history, and vital signs for future reference.
- Explained treatment procedures and instructed patients on home care guidelines.

- Cleaned and sanitized dental tools and equipment, straightened treatment rooms, and restocked supplies to prep for the next patient and maintain health and safety practices.
- Assisted dentists by passing instruments, suctioning intraoral fluids, adding water, and mixing materials for fast set putty impressions
- Staged tray for procedures by arranging dental instruments and equipment.
- Performed general chair-side duties for general dentistry, endo procedures, and oral surgery.
- Sanitized trays, instruments, and surfaces for clean dental office setting and patient safety.
- Typed patient data into a computer system using Dentrix and Tab32 while following privacy laws and maintaining high-level accuracy.
- Supported dentists during procedures, assisting dental fillings, permanent, and temporary crowns and sealants.
- Educated patients on dental hygiene, pre-surgical instructions and post-surgical care.
- Prepared rooms for patient treatment by cleaning and sterilizing tools and equipment and setting up x-ray machines.
- Prepared comprehensive radiological images, allowing supervisory dental staff to spot cavities, tooth decay, and areas needing treatment.
- Assisted dentists, hygienists, and other personnel by handing appropriate tools and supplies needed for procedures.
- Recorded patients' health histories, documented current symptoms, and pulled up records from prior visits for dentists to view and evaluate.
- Sterilized rooms and prepped equipment and instruments for procedures daily.

HEB, San Antonio, TX –*Curbside Shopper*

March 2023 - November 2023

- Tracked substitutions and informed customers of changes.
- Worked productively with customers to meet order requirements and service expectations.
- Consistently meet deadlines and quality goals for accuracy and timeliness.
- Maintained high satisfaction ratings by completing orders quickly and making good selections for customers.
- Memorized store layouts and planograms to fulfill orders using the shortest, most efficient route.
- Greeted clients entering the store to provide a welcoming environment and friendly customer service.
- Contributed to team objectives in a fast-paced environment.
- Worked with the sales team to collaboratively reach targets, consistently meeting or exceeding personal quotas.

Certifications

- Licenced Dental Assistant- October 2024
- Nitrous Certification

Interest

- Music
- Gym Workouts
- Watching Movies and TV Shows
- Pilates
- Hiking
- Kayaking
- Traveling
- Running
- Road Trips
- Cooking

