

# Rebecca Uwera

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## Dental Assistant Candidate

### PROFESSIONAL SUMMARY

Registered Dental Assistant with hands-on training and coursework in dental assisting. Experienced in administrative, technical, and customer service roles across healthcare, education, and retail settings. Background includes team collaboration, event coordination, and assisting with operational tasks. Recognized for reliability, clear communication, and adaptability. Seeking to contribute to a collaborative and efficient dental care environment while developing further in the field.

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### EDUCATION

**Texas A&M University-San Antonio**

**Expected Graduation: May 2029**

San Antonio, TX

**Bachelor of Biology | Aspiring Dental Hygienist |**

**Career and Technical Education Center (CTEC)**

**2024-2025**

Registered Dental Assistant

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### WORK EXPERIENCE

**Department of Curriculum & Instruction**

**Feb 2026-Present**

*Administrative Assistant*

- Prepared event materials, including assembling supplies and printing promotional flyers for departmental events
- Managed department printing operations by maintaining equipment, troubleshooting technical issues, and ensuring timely
- Coordinated communication with professors to facilitate material distribution and provide responsive administrative support

**GoodHeart Brand Specialty Foods**

**Jan 2025-Aug 2025**

*Quality & Packaging Technician*

- Maintained food safety, quality, and sanitation standards throughout production
- Followed strict hygiene procedures while boxing, sealing, and labeling the Post-High-Pressure Processing (HPP) chicken products
- Operated efficiently in a fast-paced environment to ensure timely distribution of finished goods.

*Store Specialist*

- Organized and restocked merchandise, ensuring efficient and accessible stockrooms
  - Supported inventory counts and maintained accurate labeling of products
  - Operated point-of-sale system and collaborated with team to meet sales goal
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**LEADERSHIP & VOLUNTEER EXPERIENCE**

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**Science National Honors Society****2023-2025**

- Organized and monitored science fair exhibits, supporting STEM outreach by leading physics and coding workshops for younger students
- Coordinated community educational events to promote science education and mentor peers

**Church Media****2023-Present**

- Managed technical production for live services, including operating cameras, adjusting sound systems, and overseeing broadcasts
- Trained and supervised younger volunteers in media technology, ensuring smooth digital streaming and equipment maintenance

**Church Children's Ministry****2024-Present**

- Led youth group discussions and Bible studies, coached children's drama and dance performances, and supervised young children during ministry outings
- Mentored children and peers, organizing group activities to foster leadership and teamwork

**National Honors****2023-2025***Service Officer*

- Maintained attendance and participation records for 150+ members, promoting accountability and clear communication
  - Coordinated with schools and organizations to identify and organize volunteer opportunities
  - Led efforts that enabled members to collectively achieve over 2,000 volunteer hours in one school year
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**CERTIFICATIONS & SKILLS**

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- Registered Dental Assistant (RDA)
- Basic Life Support (BLS) Certification
- Inventory Management: Restocking, organizing stockrooms, inventory control
- Technical: Proficient in Adobe Creative Suite (Photoshop, Illustrator), Google Suite
- Interpersonal: Teamwork, communication, reliability, attention to detail, fast learning
- Languages: English, Kinyarwanda, Kirundi, Kinyamulenge, basic Sign Language