

Emily Smith

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Professional Summary

Registered Dental Assistant (RDA) with 7+ years of experience specializing in **full arch surgical procedures, implantology, digital dentistry and general dentistry**. Currently serving as a **Dental Assistant**, confident with sedation monitoring, implant components, and digital workflows including scanning and planning as well as restorative and cosmetic dentistry. Cross-trained in front office duties such as insurance verification, billing, and patient coordination. Strong leadership, excellent patient care, and adaptability in both clinical and administrative roles.

Skills

- Full arch surgery (e.g. All-on-4, guided implants)
- Sedation monitoring (IV and oral conscious)
- Implant parts knowledge and surgical assisting
- Assisting in restorative procedures to include crown and bridge, fillings.
- Experience with clear aligner orthodontic treatment
- Digital workflows: intraoral scanning, implant planning
- Sterilization and surgical suite preparation
- Insurance verification & billing (Dentrix proficient)
- Treatment coordination & AR management
- Radiographic certification and equipment maintenance
- Team leadership & new staff training

Professional Experience

The Smile Institute/ North Babcock Dental Care – San Antonio, TX

Dental Assistant

February 2023 – Present

- Assist in full arch implant cases, including guided surgeries
- Monitor vitals and assist during sedation procedures
- Confident in implant components and surgical inventory
- Perform digital scans and coordinate digital workflows
- Manage setup, sterilization, and post-op care

Blanco North Dental – San Antonio, TX

Lead RDA / Front Desk

February 2020 – February 2023

- Assisted in oral surgery, endodontics, and general dentistry
- Verified insurance and managed billing using Dentrix
- Supervised clinical staff and oversaw daily office flow
- Maintained radiographic equipment and certification standards
- Handled AR reports and kept collections within 60 days

Holmes Dental Center – Universal City, TX

Registered Dental Assistant

November 2019 – February 2020

- Assisted in implants, crowns, root canals, and orthodontics
- Took digital X-rays and ensured organized operatories

Celebrate Dental and Braces – San Antonio, TX

Extern, Registered Dental Assistant

June 2019 – August 2019

- Supported sterilization and lab functions
- Prepared models and reviewed patient records

Education

Full Arch Masters Course – Fresno, CA

Completed April 2024

Hands-on surgical training in full arch implantology and guided digital workflows.

Texas Dental Assisting Academy – San Antonio, TX

Dental Assisting Certification | *May 2019 – September 2019*

Medicine Hat High School – Medicine Hat, Alberta

High School Diploma | *Class of 2010*

References

- • **Deby William** - Office Manager, North Babcock Dental Care | (210)426-5002
- • **Loryn G. Penn** – Dental Lab Technician, The Smile Institute | (334) 531-3973
- • **Dr. Federico Gonzalez**, DDS – Pearl Dentistry | (405) 641-7963