

# LAUREN KEY

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## Professional Summary

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Reliable Dental Assistant with 13 years of experience efficiently handling administrative tasks and assisting chairside with dental procedures. Expert in assisting with 4-hand procedures, setting up exam rooms, taking dental radiographs, Setting up and preparing materials for impressions or restorations.

Team-focused with commitment to providing exceptional care to all patients.

## Work Experience

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### Lead RDA

**George Turner DDS** | Cedar Park, TX

September 2023 to Present

- General chair side procedures
- Inventory
- Pouring models and making emax crowns

### Lead Registered Dental Assistant

**Balcones Dental** | Austin, TX

February 2023 to Present

Took dental images following strict patient protection rules, applying lead aprons.

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.

Assisted dentists by passing instruments, suctioning intraoral fluids, adding water, and mixing materials for fillings, and casts and impressions.

Maintained dental supply inventory by checking stock to determine inventory levels and placing and expediting orders for supplies.

Scheduled appointments, prepared bills and received payment for dental services by completing insurance forms, verifying insurance information, and maintaining records.

Created dental impressions used for diagnostics, opposing models and study casts to make crowns, bridges, and other dental prosthetics.

### Lead Registered Dental Assistant

**Austin Dental Cares** | Austin, TX

February 2022 to February 2023

Took dental images following strict patient protection rules, applying lead aprons.

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.

Assisted dentists by passing instruments, suctioning intraoral fluids, adding water, and mixing materials for fillings, and casts and impressions.

Maintained dental supply inventory by checking stock to determine inventory levels and placing and expediting orders for supplies.

Scheduled appointments, prepared bills and received payment for dental services by completing insurance forms, verifying insurance information, and maintaining records.

## **Lead Registered Dental Assistant**

**Brush 32 Dental** | Georgetown, TX

November 2020 to January 2022

Educated patients on dental hygiene, pre-surgical instructions and post-surgical care. Took dental images following strict patient protection rules, applying lead aprons.

Prepared rooms for patient treatment by cleaning and sterilizing tools and equipment and setting up x-ray machines.

Assisted dentists by passing instruments, suctioning intraoral fluids, adding water, and mixing materials for fillings, and casts and impressions.

Maintained dental supply inventory by checking stock to determine inventory levels and placing and expediting orders for supplies.

Scheduled appointments, prepared bills and received payment for dental services by completing insurance forms, verifying insurance information, and maintaining records.

Designed dental report cards to explain patient dental health status and treatment plans.

## **Registered Dental Assistant**

**Advanced Dental Care Of Hutto** | Hutto, TX

January 2020 to February 2021

Chairside assistant with dentist in several procedures such as Implant crowns, surgical oral surgeries, root canals, crown, bridges, and fillings.

Lead inventory with Implant direct, Patterson, Henry Schien, Ultra Dent, and

Burkhart. Cerec in house crown imaging experience and inhouse crowns.

Front desk making appointments, verifying insurance, and collecting payments with

Dentrix software. Impressions for night guards and clear removable retainers.

Bonding Invisalign attachments and permanent upper & lower retainers.

## **Orthodontic Dental Assistant**

**Smile Doctors Braces** | Round Rock, TX

January 2018 to March 2019

Assisted patients during short orthodontics adjustments. Can bend wires for

Orthodontists if a tooth needs to be stepped out, down, and up by marking wire and using step pliers. Can have a proposal ready for what is next in treatment ready for the orthodontist.

Worked with several wires such as nickel titanium, heat activate, stainless steels, and TMA. Elastic wear for CL2, CL3, triangles, posterior/anterior boxes, and X bite.

Took beginning, progress, and final records. Panoramic and Cephalometric x-rays.

Full bonding starts phase I & phase II. Bracket systems included; O18 twins,

Daemon, CMX daemon, and clear brackets.

I Tero scanner to scan for appliances such as; upper/lower expanders, tongue thrust, herbst, and Hawley wrap with springs attached to make minor alignment, lingual holding arch.

Debonded braces by removing all brackets, cleaning glue and polishing teeth. Bond upper & lower permanent retainers. Took alginate impressions, poured up in fast setting stone to make upper and lower excess retainers.

Scanned for invisalign, bonded invisalign attachments, clinchecks using invisalign website. Scheduled appointments using Cloud 9 software.

## **Lead Dental Assistant**

## **Education**

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Allied Health Careers | Austin, TX

February 2010 to February 2010

**High School Diploma**

Midway High School | Waco, TX

May 2009 to May 2009

## High school diploma or GED

### Skills

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**Office management** - Office management experience (3-5 years)

Collection management

Supervising experience

Office activity coordination

Microsoft Office

Attention to detail

Medical documentation

Networking event prospecting

Medical imaging

Canva

Sales experience within healthcare

Consultative selling

Manager

Web design

Keyword research

Insurance verification

Customer service

**Managing budgets as an office manager** - Largest budget managed as an office manager (\$1-\$100,000)

Medical office management

Google Docs

Marketing automation

Executive administrative support

Medical office experience

DocuSign

Medical sales

Calendly

Dropbox

Anatomy knowledge

Dental office experience

Financial statement preparation

Events management

Office supply management

Contracts

Analysis skills

Property management

Microsoft Word

Social media management

Social media marketing

Network management

LIHTC

Medical records

Direct selling

**Coordinating office moves** - Office moves coordinated (More than 5 moves)

Budget preparation

Sales negotiation

Interior design

Sales experience within finance

Google Workspace

Chairside assisting

QuickBooks

Microsoft Powerpoint

Typing

Social media engagement for prospecting

Personal assistant experience

Problem solving

Cross-selling

Documentation review

Writing skills

Microsoft Dynamics 365

Catering

Leadership

SEM

Google Analytics

Staff supervision

Customer relationship management

Google Calendar

Medical coding

**Managing teams as an office manager** - Largest team managed as an office manager (More than 20 team members)

Hospitality

Team management

Email marketing

Web analytics

Microsoft Excel

Payroll

Lead generation

Office record organization

English

Payroll processing

Dental assisting

**Developing staff training programs as an office manager** - Staff training programs developed as an office manager (1 program)

Medical terminology

Relationship selling

Conflict management

Dental receptionist

Computer skills

Email outreach prospecting

Project management

Microsoft Bookings

Business development

Invoice processing

Compensation administration

Wholesale sales environment

Payroll management

Technical writing

Budget tracking

Upselling

Customer needs analysis

Furniture sales

Phone communication

Microsoft Outlook Calendar

Cash flow management

Payment reconciliation

Bar

Organizational skills

Communication skills

Computer literacy

Restaurant experience

Adobe InDesign

Pricing

Time management

Budgeting

Outside sales

## **Certifications and Licenses**

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**CPR Certification**

**First Aid Certification**

**AED Certification**

**Infection Control Certification**

**Certified Orthodontic Assistant**

**Registered Dental Assistant**

**Nitrous Oxide Certification**

**Radiology Certification**

**X-Ray Certification**

**BLS Certification**

**Certified Dental Assistant**

**Radiation Health & Safety Certification**