

**Sabrina Castillo**

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**OBJECTIVE**

Highly motivated RDA, determined to secure a challenging and rewarding position in a dynamic dental office. Seeking growth opportunities with a dental team where my skills can be effectively utilized to their fullest potential.

**HIGHLIGHTS OF QUALIFICATIONS**

- Exceptional leadership, organizational, oral/written communication, interpersonal, analytical and problem resolution skills.
- Professional, positive, and punctual
- Clearly assess problems and suggest viable solutions to benefit all involved parties.
- Microsoft proficient, front office experience, phone answering skills
- Independent and fast paced – multitasking interpersonal skills.
- Able to form positive relationships easily
- Recall and scanning patient documents

**SKILLS**

Expert in Dentrax  
 Versed in Implant Procedures/Equipment  
 Skillful with Impressions/Temps  
 Performing Chairside Whitening  
 Experienced in Invisalign Treatment

Ordering Supplies/Taking Inventory  
 Skilled in Restorative/Surgical Procedures  
 Crown & Bridge, Perio, Endo, and Pedo  
 Digital X-Rays/iTero Scanning  
 Managing Patient Flow

Patient Charting/Annotating  
 Sterilization /Infection Control  
 Seating & Dismissing Patients  
 Sealant/Fluoride Application  
 Record Vitals/IV Sedation/N2O

**CERTIFICATIONS**

CPR/First Aid      Nitrous Certified      RDA

**EDUCATION**

**Coursework, Early Childhood Education**

San Antonio College

San Antonio, TX

09/2014 – 09/2017

**Graduate, Accredited Dental Assistant Program**

Concorde Career College

San Antonio, TX

Graduation: July 2018

**EXPERIENCE**

*Jefferson Dental Clinic*

**Clinic Coordinator/Head RDA**    San Antonio, TX    06/2018-10/2021

- ♦ Managing and overseeing daily patient flow ensuring adequate patient care, providing quality customer service and preventative care while maintaining effective communication with doctors, co-workers, supervisors, and managers.
- ♦ Planning budgets, managing supplies, inventory and patient lab cases, training all new employees/mentoring externs, coordinating staff schedule, and ensuring compliance with office accreditation/sedation standards.
- ♦ Contributed to strategic plans and initiatives to advance standards or care excellence, improve patient outcomes and drive continuous improvement.

*7 to 7 Dental and Orthodontics*

**Lead RDA/RDA Coach**    San Antonio, TX    10/2021-08/2025

- ♦ Leading morning huddles, trainings, and classes. While managing and overseeing daily patient flow ensuring adequate patient care, providing quality customer service and preventative care while maintaining effective communication with doctors, co-workers, supervisors, and managers.
- ♦ Supervised a team of 10+ assistants, planning budgets, managing supplies, inventory and patient lab cases, coached, mentored and trained all employees and externs. Coordinated staff schedule, ensured compliance with office accreditation/sedation standards.

*SA Family Dentist/Dual Arc Dental*

**Lead RDA/RDA Trainer**    San Antonio, TX/Schertz, TX    08/2025-Present

- ♦ Worked chairside assisting with routine cleaning and specialized procedures, charting and completing patient notes.
- ♦ Taught numerous assistants in fabricating crowns, pouring impressions, trimming models, fillings, local anesthesia, suture placements/removals, biopsies, periodontal surgeries, implant and surgical procedures.
- ♦ Managing and overseeing daily patient flow ensuring adequate patient care, providing quality customer service and preventative care while maintaining effective communication with doctors, co-workers, supervisors, and managers.
- ♦ Planning budgets, managing supplies, inventory and patient lab cases, training all new employees/mentoring externs, coordinating staff schedule, and ensuring compliance with office accreditation/sedation standards.
- ♦ Implemented new ideas and techniques which increased overall office and staff efficiency at all locations. Contributed to strategic plans and initiatives to advance standards of care excellence, improve patient outcomes and drive continuous improvement.