

Angelica Garza Vital

San Antonio, TX 78237 | +1 210 784 7239 | angiemaria303@icloud.com

Professional Summary

Bilingual Registered Dental Assistant seeking an employment opportunity in a dental clinic where to contribute to the success of a dental team while continuing to developing perform and adapt to dental processes. Motivated to ensure and perform great assistance with strong work ethic and patient care skills.

Willing to relocate to: San Antonio, TX - San Antonio, TX

Work Experience

RDA Supervisor

Brident Dental & Orthodontics | San Antonio, TX

March 2023 to Present

Oversee daily clinical operations to ensure efficient patient flow.

- Assist dentists with procedures when needed (e.g., fillings, crowns, impressions).
- Ensure sterilization, disinfection, and maintenance of instruments and equipment.
- Train and coach dental assistants on proper clinical techniques and procedures.
- Monitor infection control protocols and compliance with OSHA standards.

Create clinical staff schedules and manage time-off requests.

- Order and maintain inventory of dental supplies and equipment.
- Ensure accurate documentation in patient charts and practice management software.
- Help with hiring, onboarding, and training new dental assistants.
- Conduct performance reviews and provide feedback to the assisting team.
- Act as a liaison between the dentists, hygienists, assistants, and front office.
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Dental Assistant

Brident Dental & Orthodontics | San Antonio, TX

March 2023 to Present

- Assisted sterilizing instruments, tray setups and setup rooms
- Assisted the dentist with procedures like SRP's, Extractions, Surgical Extraction, Prophys, Sealants, Filling, Implants.
- Call patients' back and asking questions updating their file before procedures,

CRA's paperwork

- Walking patients out after procedures and providing instructions to the parents
- Assisted with recovery after procedures
- Restocking and Ordering.
- Paperwork ready for specialty days.
- Scheduling patients.

Education

High School Diploma

The College of Health Care Professions | San Antonio, TX
March 2023

John F. Kennedy High School | San Antonio, TX
June 2015

Skills

HIPAA Dental Radiographs CPR Certified Dentrrix software Telephone etiquette Bleaching trays Taking impressions Bilingual English/Spanish Teamwork OSHA and HIPAA training Four handed dentistry Infection control Time management Vital signs Setup trays Model trimming Chairside Assisting Dental assisting Scheduling appointments Charting Customer service Instrument sterilization Digital technology Documentation review Organizational skills

Certifications and Licenses

BLS Certification

CPR Certification

X-Ray Certification

Certified Dental Assistant

Registered Dental Assistant