

**Ja'Nay Gaines, RDA**  
Converse, TX 78109  
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(210)-687-0483

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**OBJECTIVE:** Detail-oriented dental assistant committed to providing exceptional patient care. Seeking to leverage strong organizational skills and a passion for detail to contribute to a dynamic dental team. Eager to further education within the company and quick to learn new concepts and procedures.

**EDUCATION:**

Concorde Career College, San Antonio, TX  
**Dental Assistant Diploma;** 06/2024

Judson High School, Converse, TX  
**High School Diploma;** 06/2022

**Skills & Qualifications:**

Sitting a greeting patients, Sterilization, Bonding brackets, Chairside Assisting, Placing and Removing Power chains, Placing and removing O-rings, Intraoral photos, Scanning upper and lower arches, Removing ligatures, wires, and appliances, patient/ treatment notes, and patient education

CPR Certified (Exp. 2028), HIPAA trained, X-rays

**Experience;**

7 to 7 Dental & Orthodontics, Cibolo, TX

**Orthodontic Assistant:** 07/2024-Current

- Place and remove O-rings
- Place and remove power chains
- Remove wires
- Place and remove steal ties, and liglace
- Bonding and debonding brackets
- Bonding and removing appliances
- Scanning upper and lower arches

VK Orthodontics, San Antonio, TX  
Orthodontic Assistant: 05/2024-06/2024 (Externship)

- Remove and place O-rings
- Remove and place power chains
- Remove wires
- Place and remove ligature ties, koby tie, and liglace
- Taking and uploading intra-oral photos
- Scanning upper and lower arches

Jumping Kangaroo Daycare, San Antonio, TX

**Childcare Provider:** 11/2022-10/2023

- Prioritizing the safety and security of children at all times
- Knowledge of CPR and First Aid
- Supervising to prevent accidents and injuries
- Understanding child development stages and age-appropriate activities
- Displaying patience, empathy, and a caring attitude

Whataburger, Windcrest, TX

**Cashier/Preparing Burgers/Customer Service:** 03/2021-11/2022

(Offered Shift Lead Position)

- Providing friendly, efficient, and courteous service to customers
- Handling customer inquiries, complaints, and special request professionally
- Working quickly and efficiently to maintain fast service
- Accurately processing payments, including cash, credit cards, and mobile payments
- Collaborating with other team members to ensure smooth operations