



# SIMONE GREEN

## PROFESSIONAL RESUME

### SUMMARY AND PROFILE

Registered Dental Assistant in Texas with experience in patient care, customer service, front desk operations, and working with children and families. Skilled in maintaining a welcoming patient environment, assisting with daily operations, organization, communication, and safety procedures. CPR certified with experience supporting individuals of all ages, including children and special needs populations. Seeking a Dental Assistant position where I can provide excellent patient care while continuing to grow my clinical skills.

### CONTACT

 greensimone309@gmail.com

 (210) 544-1597

### LICENSES & CERTIFICATIONS

**Registered Dental Assistant (RDA)** — Texas  
Texas State Board of Dental Examiners

**CPR Certified**  
**Food Handler Certification**  
**TABC Certification**

### SKILLS

- Patient Communication & Education
- Chairside Assistance
- Infection Control & Safety Procedures
- Instrument Preparation & Organization
- Dental Office Workflow Support
- Sterilization Procedures
- Appointment Scheduling
- Front Desk Operations
- Insurance & Customer Service Support
- HIPAA Awareness
- Pediatric Patient Care
- Special Needs Support
- Conflict Resolution
- Team Collaboration

### PROFESSIONAL EXPERIENCE

#### Customer Service Representative

The Home Depot - 2026-Present

Provided customer service support in a high-volume home improvement retail environment by assisting customers, maintaining merchandise organization, supporting inventory needs, and helping create a positive shopping experience.

- Assisted customers with locating products, answering questions, and providing helpful solutions.
- Maintained organized sales floor areas by restocking merchandise and improving product accessibility.
- Supported daily store operations including customer assistance, merchandise recovery, and general organization.
- Worked efficiently in a fast-paced retail environment while prioritizing customer satisfaction.
- Collaborated with team members to complete store tasks and maintain a clean, safe environment.

#### Front Desk Associate / Swim Instructor

Aqua-Tots Swim School - 2025-2026

- Provided excellent customer service to families while creating a welcoming and professional environment.
- Managed front desk responsibilities including scheduling, customer inquiries, payments, and account assistance.
- Worked directly with children of various ages while maintaining safety and communication standards.
- Adapted teaching approaches to meet individual needs, including children requiring additional support.
- Maintained accurate records and followed strict safety procedures.

#### Retail Associate

Sierra - 2026

Job Description:

Supported daily retail operations by assisting customers, organizing merchandise, processing purchases, and maintaining a visually appealing sales floor.

- Provided friendly and knowledgeable customer service to improve the shopping experience.
- Assisted customers with product selection, sizing, and locating merchandise.
- Operated registers and processed transactions accurately.
- Restocked shelves and maintained organized displays.
- Helped maintain fitting rooms and sales floor cleanliness.