

COURTNEY AMMANN

Comfort, TX • 830-350-3462 • courtneyammann19@gmail.com

PROFESSIONAL SUMMARY

Polished and patient-focused Dental Assistant with hands-on experience in high-volume practices. Known for delivering a warm, welcoming experience while keeping clinical workflows smooth and efficient. Skilled in chairside assisting, radiography, sterilization, and patient education. Brings reliability, attention to detail, and a positive, team-first attitude to every shift.

CORE SKILLS

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| <ul style="list-style-type: none">• Dental Radiography & X-Rays• Four-Handed Chairside Assisting• Instrument Sterilization• Infection Control (OSHA/HIPAA)• Treatment Room Setup/Breakdown• Dental Impressions & Materials• Patient Care & Education | <ul style="list-style-type: none">• Scheduling & Front Office Support• Electronic Dental Records• Inventory & Supply Management• Endo & Oral Surgery Support• Professional Communication• Time Management & Multitasking• Compassionate Patient Care |
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PROFESSIONAL EXPERIENCE

Dental Assistant • Family Smiles of Boerne, Boerne, TX • Nov 2025 – Present

- Assist dentists with general, endodontic, and surgical procedures while maintaining patient comfort and efficiency
- Capture high-quality digital X-rays using proper safety protocols and positioning techniques
- Prepare and sterilize instruments, ensuring strict compliance with infection control standards
- Provide four-handed chairside assistance to streamline procedures and reduce appointment times
- Educate patients on oral hygiene, post-treatment care, and preventative practices
- Accurately document patient charts, medical histories, and treatment notes in electronic systems
- Coordinate scheduling and follow-ups, helping reduce cancellations and improve patient retention
- Maintain inventory levels and organize supplies to support uninterrupted clinical operations
- Set up and break down treatment rooms quickly to keep the office running on schedule
- Support complex procedures and contribute to positive patient outcomes and experiences
- Build rapport with patients through a friendly, calm, and professional approach

EDUCATION & CERTIFICATIONS

Education

High School Diploma / Equivalent

Certifications

Registered Dental Assistant (RDA)

LANGUAGES & STRENGTHS

Languages: English (Fluent), Spanish (Basic)

Strengths: Detail-oriented, reliable, fast learner, strong work ethic, positive attitude, team player