

# Ilze Rodriguez

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## Professional Summary

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Bilingual, Motivated Dental Assistant seeking an position where my experience can be further developed. Eager to use my training and hard work ethic in a challenging yet rewarding position with growth opportunities

## Work Experience

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### Surgical Technologist

**Pds/Surgical tech/ dental assistant** | San Antonio, TX

January 2021 to August 2025

- Assisted dentist during dental procedures, ensuring patient comfort and safety
- Prepared treatment rooms for patient visits, sterilizing instruments and setting up necessary equipment
- Took and developed dental x-rays, ensuring high-quality images for accurate diagnosis
- Performed basic laboratory tasks such as pouring impressions and fabricating temporary crowns
- Scheduled appointments and maintained organized patient records using electronic health record systems
- Provided chairside support during cosmetic dentistry procedures like veneer placements or teeth whitening
- Assisted in the administration of local anesthesia or nitrous oxide sedation under the supervision of a dentist
- Provided chairside assistance to dentists during complex procedures such as root canals or extractions
- Maintained strict adherence to infection control protocols, including proper handling and disposal of hazardous materials
- Collaborated with the front desk staff to ensure smooth patient flow and efficient appointment scheduling
- Supported patients with special needs or anxiety by creating a calm and reassuring environment in the dental office
- Conducted preliminary examinations on patients, recording vital signs and medical history information accurately
- Fabricated custom trays for teeth whitening treatments based on dentist's specifications
- Maintained confidentiality of patient information according to HIPAA regulations
- Provided support during dental emergencies, assisting with immediate patient care and contacting necessary specialists
- Maintained a clean and organized work environment, including sterilization of instruments and disinfection of surfaces
- Supported patients with oral health education materials, promoting preventive measures for optimal oral hygiene
- Assisted dentist during surgical procedures by providing appropriate instruments and suctioning fluids from the oral cavity
- Monitored patients' vital signs during sedation procedures, ensuring their safety throughout the process
- Updated patient medical histories regularly to reflect any changes or updates provided by patients themselves
- Maintained strict adherence to infection control protocols, including proper handling and disposal of hazardous materials
- Scheduled appointments and maintained organized patient records using electronic health record systems
- Managed inventory of dental supplies, ordering new materials when needed to maintain adequate stock levels

### Dental Assistant - Externship/Oral Surgical Assistant

August 2017 to October 2020

### Automobile Internet Sales

**Ancira Chevrolet Dealership**

June 2015 to August 2015

**Teacher Assistant**  
**K.I.N Royal Ridge Elementary**  
August 2013 to May 2014

**Sales Associate**  
**Ann Taylor**  
December 2011 to December 2012

**Cashier/Baker/Department Customer Service**  
**H.E.B**  
March 2011 to May 2012

**Receptionist**  
**Home Health Center**  
May 2008 to February 2012

## Education

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**Certification**  
The College of Health Care Professions  
2017

**Diploma**  
Mac Arthur High School  
2008

## Surgical Technology

## Skills

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Scanning Claims Processing\Insurance Dental Equipment Maintenance Google Workspace Front Office Tasks Tray Set-up Attention to detail Dental treatment planning Eaglesoft Laboratory Experience Health insurance verification via manual review Infection Control Training Working in the beauty industry Air water syringes Call center experience Patient observation Spanish Medical Imaging Time management Microsoft PowerPoint Appointment scheduling Phone communication Order assistance OR experience Administrative experience within healthcare Patient interaction Managing patient records Providing product information Organizational skills Operating medical imaging equipment Computer operation Productivity software Fabrication Bleaching Trays Fabricate Temporary Crowns Medical/Dental Terminology Chair-Side Assisting Phone inquiries Photocopying Microsoft Office Dentrix Software Dental carvers Amalgam carriers Image acquisition for patient care Hospital experience Front Desk Surgery tech Writing skills Administrative experience within education industry Customer service Mobile devices Data entry Insurance verification HIPAA\OSHA Compliance Health insurance verification via electronic systems English Patient safety Model Trimming Medical-surgical Oral surgery First Aid/CPR/AED certification Verification Computer literacy Microsoft Outlook Dental Tray Set-Ups Patient Charting Four-Handed Dentistry Treatment Planning Technical Proficiency Med spa experience Dental burnishers Dental assisting Multi-line phone systems Handling patient inquiries Phone answering Medical Scheduling Dental Receptionist Periodontal Microsoft Excel Microsoft Word

**Customer complaint resolution** **Customer inquiry handling** **Autoclave** **Pouring Impressions** **Dental Radiographs** **Chairside Assisting**

## Languages

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Bilingual  
English

## Certifications and Licenses

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**Certified Dental Assistant**

**Nitrous Oxide Certification**

**X-Ray Certification**

**CPR Certification**

**Registered Dental Assistant**

July 2027

**Certified Medical Assistant**

**Radiology Certification**

**BLS Certification**