
DENTAL CHAIRSIDE ASSISTANT RESUME

Objective:

To obtain the position as Dental Chairside Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

Summary of Skills:

- Profound knowledge of dental practices and procedures
- Ability to perform procedures such as wisdom tooth extraction and root canals
- Uncommon ability to handle multiple tasks simultaneously, flexibility, and good organization skills
- Outstanding ability to adhere to all safety requirements
- Ability to work collaboratively with a team in an educational setting
- Computer skills including word processing, Excel, database experience, and experience with Patterson Eaglesoft
- Excellent Verbal and Written Communication Skills

Work Experience:

Dental Chairside Assistant, August 2005 to till date
Local Dental Office, Boxboro, MA

- Handled leading edge equipment and instrumentation.
- Supported dentists, dental hygienists and dental technicians.
- Prepared work stations, instruments, and materials.
- Addressed patients to the work station.
- Scheduled and confirmed patient appointments and recalled.
- Processed dental insurance forms.
- Assisted with patient billing and account collection.

Dental Chairside Assistant, May 2000 to July 2005
Moore Dentistry, Boxboro, MA

- Provided dentist with the tools and equipments needed during the procedure.
- Ensured the comfort of patient during dental procedures.
- Ascertained dentist requirements during procedures while maintaining infection control measures.
- Oversaw health center and ensured that safety and environmental conditions were maintained.
- Reviewed maintenance of equipment.
- Assisted multiple clinic dentists.
- Assembled any additional equipment the dentist needed for the next appointment.

Education:

Associate in Applied Science degree in Dental Assisting, Northwest Iowa Community College, Sheldon, IA

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