
ORTHODONTIST RESUME

Summary:

A highly technical individual who has specialized and proven medical expertise in orthodontics; excellent skills in communication, organization, motivational and analytical skills; has the ability to conduct surgeries and treatments to patients who have conditions with their teeth, gums and jaws.

Professional Experience:

Orthodontist January 2007 – Present
St Mary's Hospital, New York

Responsibilities:

- Conducted orthodontic treatment to patients to straighten their teeth with application of braces and retainers.
- Assessed the condition of the patient to what treatment is best to help improve the condition.
- Advised patients if surgery is necessary to treat the condition of the jaw and teeth of the patient.
- Conducted trainings and seminars to undergraduates and provided demonstrations of the surgeries being performed.
- Evaluated the quality of braces form suppliers to ensure high quality of deliverance to the patients.

Orthodontic Assistant May 2004 – December 2006
St. Mary's Hospital, New York

Responsibilities:

- Assisted the orthodontist when performing surgeries to the patients and assured all tools and equipment are sterilized.
- Maintained the equipment in the clinic to be organized and sterile at all times.
- Organized the schedules of appointments of the patients to ensure all are attended to on time.
- Compiled reports done by the orthodontist based on the findings on the conditions of the patients.
- Organized all molds of the teeth of the patients for future reference.

Orthodontic Assistant March 1999 – May 2004
James & Sons Clinic, New York

Responsibilities:

- Conducted orthodontic treatment to patients to straighten their teeth with application of braces and retainers.
- Assessed the condition of the patient to what treatment is best to help improve the condition.
- Advised patients if surgery is necessary to treat the condition of the jaw and teeth of the patient.
- Conducted trainings and seminars to undergraduates and provided demonstrations of the surgeries being performed.
- Evaluated the quality of braces form suppliers to ensure high quality of deliverance to the patients.

Orthodontic Assistant May 2004 – December 2006
St. Mary's Hospital, New York

Education:

M.S. in Dental Surgery
University of Arizona, 1999
Bachelor of Science in Dentistry
University of Arizona, 1996

Skills/Certifications:

- Strong leadership and teamwork attributes
- Excellent time management skills
- Proficient in computer skills
- Knowledge technical information in orthodontics
- Ability to give information regarding treatments in orthodontics

Associations/Organizations:

NY Orthodontics Society, Member
American Dental Orthodontics Association, Member

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