

# Maxine Damon

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## Summary

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Certified Dental Assistant with over fine years of experience assisting with direct patient care, routine laboratory functions and patient record and office management. I am dedicated, energetic, and reliable and have an extensive knowledge on patient management. I am very adaptable to changing situations.

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## Professional Experience

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**Certified Dental Assistant, ZZZ Clinic, Any City, Any Country** **2014-Present**

Duties:

- Set up examination room and dental trays in preparation for examinations and procedures.
- Properly sterilized dental equipment and examination rooms in accordance with infection control policies
- Accurately recorded treatment information in patient records.
- Worked closely with patients before, during and after dental procedures.
- Successfully assisted the dentist by performing four-handed dentistry and other chair-side duties.
- Educated patients about proper oral hygiene and prevention of dental diseases.
- Consistently followed protocols regarding quality assurance, biohazards, infection control, charting and emergencies.

**Dental Assistant, ABC Clinic, Any City, Any Country** **2012-2014**

Duties:

- Making appointments, answering the telephone, maintaining and filing record cards.
  - Meeting and greeting both existing patients and new patients when they arrive.
  - Setting the perceived standard for the practice.
  - Making sure that all telephone enquiries are handled and recorded correctly.
  - Assisting dental staff when necessary.
  - Performing office administrative functions as required
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## Education

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**Medical Assisting, CDE College, Any City, Any Country** **2010-2012**

**Bachelor of Public Health, AAA University, Any City, Any Country** **2006-2010**

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## Skills

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- Passionate about providing the highest level of customer service, with empathy and assertion
- Conscientious and able to work as part of a team.
- Ability to work under pressure and remain calm.
- Knowledge of how to use specialist dental practice related software packages.
- Dental x-rays expertise in Cone beam 3-D
- Expert at assisting apicoectomies.