

SAMPLE STUDENT

Palatine, IL 60067

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Registered Dental Hygienist

LICENSURE / CERTIFICATION

Registered Dental Hygienist, Illinois Department of Professional Regulation, License #XXXX
Basic Life Support (BLS) for Healthcare Providers Certification –
American Heart Association

July 20xx

PROFESSIONAL EXPERIENCE

Allied Dental, Palatine, IL

July 20xx to Present

Dental Hygienist

- Evaluate overall oral health by examining oral cavity for signs of periodontal disease or possible cancers including sores, recessed and bleeding gums and oral lesions
- Document dental history and complaints and report pertinent information to dental staff
- Perform oral hygiene procedures in accordance with treatment plans including prophylaxis, periodontal scaling, root planing, debridement, application of fluoride treatments and protective sealants
- Procure and process dental x-rays
- Provide education to patients regarding oral hygiene and preventative oral care
- Prepare dental equipment and instruments
- Assist with or institute emergency measures for sudden adverse developments during treatments of patients

SK Dentistry, Palatine, IL

August 20xx to June 20xx

Front Desk Assistant

- Greeted patients, answered telephones, directed calls and scheduled appointments
- Received payments and recorded receipts for services
- Maintained and updated filing, inventory, mailing, and database systems
- Ordered and monitored dental supplies and equipment inventory
- Prepared treatment rooms for patient examinations and kept rooms neat and clean
- Opened, sorted, and routed incoming mail, answered correspondence, and prepared outgoing mail
- Reviewed files, records, and other documents to obtain information to respond to requests

SKILLS

Dentrix

Microsoft Office: Word, Excel, PowerPoint and Outlook

EDUCATION

Harper College, Palatine, IL

Associate in Applied Science, Dental Hygiene

May 20xx

PROFESSIONAL AFFILIATIONS

American Dental Hygienists' Association (ADHA)

May 20xx to present

Illinois Dental Hygienists' Association (IDHA)

May 20xx to present