

SAMPLE STUDENT

Palatine, IL 60067

847.555.1212

samplestudent@gmail.com

www.linkedin.com/in/samplestudent

<http://www.samplestudentportfolio.com>

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

SUMMARY OF QUALIFICATIONS

- Experience providing care to geriatric, pediatric and special needs patients with a wide variety of periodontal statuses ranging from healthy to advanced periodontitis
- Involvement in patient treatment planning
- Skilled in sealant placement, coronal polish, alginate impressions, model pouring, trimming and whitening tray fabrication
- Familiar with local anesthetic techniques and nitrous oxide sedation
- Experienced with film-based, digital and panoramic imaging
- Bilingual English/Spanish

EDUCATION

Harper College, Palatine, IL

Associate in Applied Science, Dental Hygiene

May 20xx

Phi Theta Kappa

WORK EXPERIENCE

SK Dentistry, Palatine, IL

June 20xx to May 20xx

Front Desk Assistant

- Provided exceptional customer service while greeting patients, answering telephones, directing calls and scheduling appointments
- Verified insurance, received payments and recorded receipts for services
- Collaborated with team to maintain schedule and ensure smooth patient flow in high-volume environment
- Maintained and updated filing, inventory, mailing, and database systems
- Ordered and monitored dental supplies to ensure proper equipment inventory levels
- Prepared treatment rooms for patient examinations and kept rooms and lobby area neat and sanitized
- Opened, sorted, and routed incoming mail, answered correspondence, and prepared outgoing mail

VOLUNTEER EXPERIENCE

Little City Clinic

March 20xx

Mobile Dental Clinic

April 20xx

Elementary School Oral Hygiene Education

October 20xx

PROFESSIONAL ASSOCIATIONS

American Dental Hygienists Association - Student Chapter

August 20xx to May 20xx

Vice President