

SAMPLE STUDENT
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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

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)

Illinois Dental Hygienists' Association (IDHA)