

# Julie Green

## **Dental Assistant- P/T, Temp, on call**

Henderson, NV 89044

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I am Personable Dental assistant with 22 years of experience working directly with patients to offer superior dental care. I am punctual and reliable. Organized when documenting patient information, preparing dental instruments for procedures, temp crowns, x-rays. Expert at helping patients feel at ease by keeping cheerful attitude.

My salary requirement is \$25-30Hr.

I look forward to hearing from you. Thank you for your consideration

sincerely,

Julie Green

Authorized to work in the US for any employer

## Work Experience

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### **Freelance MUA**

Independent - San Jose, CA

October 2008 to October 2022

Highly dedicated, energetic and skilled self taught Makeup Artist with an exceptional record of customer service and client satisfaction. Adept at perceiving individual clients' unique skin tone and corresponding makeup needs and recommending products accordingly.

### **Dental Assistant**

Green Valley dentistry - Henderson, NV

August 2020 to August 2021

- Supports dental care delivery by preparing treatment room, patient, instruments, and materials.
- Performs procedures in compliance with the Dental Practice Act.
- Prepares treatment room for patient by following prescribed procedures and protocols.
- Readies patient for dental treatment by welcoming, comforting, seating, and draping patient.
- Provides information to patients and employees by answering questions and requests.
- Assembles instrumentation by sterilizing and delivering instruments to treatment area, positioning instruments for dentist's access, suctioning, and passing instruments.
- Provides materials by selecting, mixing, and placing materials on instruments and in the patient's mouth.
- Provides diagnostic information by exposing and developing radiographic studies and pouring, trimming, and polishing study casts.
- Maintains patient appearance and ability to masticate by fabricating temporary restorations and cleaning and polishing removable appliances.
- Educates patients by giving oral hygiene, plaque control, and postoperative instructions.
- Documents dental care services by charting in patient records.
- Maintains patient confidence and protects operations by keeping information confidential.

- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Protects patients and employees by adhering to infection-control policies and protocols.
- Ensures operation of dental equipment by completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques.
- Maintains dental supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies.
- Conserves dental resources by using equipment and supplies as needed to accomplish job results.
- Contributes to team effort by accomplishing related results as needed.

### **Dental Assistant/Tx plan coordinator**

Comprehensive Dental Care - Henderson, NV

September 2018 to July 2019

Produced opposing models, study casts and impressions to provide dentists with information on relationship between teeth, gums and dental arches

Created dental x-rays using traditional and digital methods to help dentists detect tooth decay, cavities and other issues needing to be treated

Educated patients on postoperative and general oral health care by suggesting warm saltwater rinsing, pain medication dosage, flossing methods, brushing techniques

Took bitewing, periapical, panoramic and occlusal X-rays and prepared for dentists to review

Helped build loyal patient following and retained return patients by providing empathetic and caring service

Gathered and reviewed patient records, data and health history to share with dentists for quick and accurate patient assessments, diagnoses and treatment

Assisted dentists in permanent and temporary restorative procedures, including applying dental fillings, placing temporary crowns, seating permanent crowns

Maintained clean, sterile and positive environment to optimize patient comfort, safety and satisfaction

Sanitized equipment, cleaned treatment rooms and restocked supplies after each patient's treatment to maintain cleanliness and prepare for next patient

Maintained dental lab equipment by sanitizing surfaces and organizing tools, instruments and all equipment

### **Dental Assistant/ Tx plan coordinator**

Paradise Dental - North Las Vegas, NV

April 2006 to July 2009

Gathered medical information, dental health history and vitals from patients

Passed instruments to dentist, gently sprayed water, suctioned fluids and mixed and prepared materials to support dentists during procedures

Applied sealants and protective coatings to teeth, protecting enamel and preventing cavities

Educated patients on postoperative and general oral health care by suggesting warm saltwater rinsing, pain medication dosage, flossing methods, brushing techniques

Produced opposing models, study casts and impressions to provide

dentists with information on relationship between teeth, gums and dental arches

Created bitewing, panoramic and periapical X-ray images for dentist to review

Protected patients by sterilizing instruments and equipment between every consultation

Assisted dentists in permanent and temporary restorative procedures, including applying dental fillings, placing temporary crowns, seating permanent crowns

Selected and prepared tools used for procedures by sanitizing and arranging

Sterilized tools, exam chair, trays and surfaces for clean and safe dental office

Scheduled cleanings and dental appointments for patients using Dentrax

Supported dentist chairside with all procedures

Gathered and reviewed patient records, data and health history to share with dentists for quick and accurate patient assessments, diagnoses and treatment

### **Registered Dental Asst/ sales/ Tx plan coordinator**

Dr Robert Rutner - Mountain View, CA

June 1995 to May 2003

Protected patients by sterilizing instruments and equipment between every consultation

Assisted dentists in permanent and temporary restorative procedures, including applying dental fillings, placing temporary crowns, seating permanent crowns

Produced opposing models, study casts and impressions to provide dentists with information on relationship between teeth, gums and dental arches

Stocked and prepared exam and treatment rooms by setting up required instruments, tools, supplies and equipment

Took preliminary impressions of patient teeth to prepare for custom impressions and fabrication of permanent dental work

Applied sealants and protective coatings to teeth, protecting enamel and preventing cavities

Instructed patients on postoperative care to protect dental work and promote healing

Escorted patients to exam rooms while making friendly conversation to prepare for cleanings and procedures

Sterilized tools, exam chair, trays and surfaces for clean and safe dental office

Created bitewing, panoramic and periapical X-ray images for dentist to review

Supported dentist chairside with all procedures

Educated patients on treatment procedures and post-procedure home care

Laid out dental instruments and equipment before procedures

### **Nordstrom sales associate**

Nordstrom - San Jose, CA

March 1991 to March 1992

- Greeting customers as they arrive and thank them for their patronage.
- Helping customers locate merchandise.

- Stocking merchandise and ensuring your workstation is well maintained.
- Providing relevant sales information to customers.
- Working to resolve customer complaints and involving management when necessary

## Education

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### **RDA in Dental assisting**

Bryan dental - San Jose, CA

January 1996 to October 1996

### **Associate**

## Skills

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- Patient education
- Sterilization
- Detail-oriented
- Multitasking
- Medical records
- Dentrax
- Dental
- infection control
- Dental Assistant
- Receptionist
- Inventory
- Scheduling
- Dental Receptionist
- Laboratory Experience
- Chairside Assisting
- Computer skills
- Insurance verification
- Dental office experience
- HIPAA
- Makeup Application
- Phone Etiquette

## Certifications and Licenses

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### **X-ray**

### **Certified Dental Assistant**

### **Dental Radiology**

**CPR Certification**

**X-Ray Certification**

**Registered Dental Assistant**

## Additional Information

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### SKILLS

Tx plan coordinator

Patient schedule management Detail-oriented

Exam room setups Multitasking

Restorative dentistry Patient education

Patient counseling Sterilization techniques

Four-handed procedures Taking X-rays

Disinfecting rooms and Treatment room setup

equipment Coronal polishing ability

Medical records management Diagnostic aids

Restorative procedures Dental records management

Dentrix proficiency