

## PROFESSIONAL SUMMARY

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- 2 years' of hands-on school experience in oral health assessment, fluoride treatment, oral prophylaxis and dental charting. Competent at educating patients with motivating dialogue and managing practice related tasks such as recording vital signs and organizing patient records.
- Prior dental assistant experience and skills to assist the doctor, chair side or in the lab area
- Basic Life Support, Nitrous Oxide Monitoring, and Infiltration Anesthesia Certification- Lic.#

## CORE QUALIFICATIONS

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- Oral Prophylaxis
- Digital Radiographs
- Pit and fissure sealants
- Patterson Eaglesoft & Dentmax
- Management of pediatric patients
- Compliant with HIPPA & OSHA regulations
- Air Polish
- Dental whitening
- Arestin placement
- Dental impressions
- Periodontal dressing
- Excellent communication skills (Fluent in Arabic)

## EXPERIENCE

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### Dental Assistant/Receptionist

12/2016 to Current

#### Central Ave Dental – Valley Stream, NY

- Greet patients
- Schedule appointments
- Prepare treatment rooms
- Answer and manage phone calls
- Prepare claim forms for dental insurance
- Organize referrals to other medical specialists
- Sterilize and position instruments for dentist's access
- Helps dentist manage dental and medical emergencies

### Manager

01/2014 to 12/2016

#### Cell-Phone Depot – Manhattan, NY

- Math and Budgeting
- Decision-Making Skills
- Hire and train new staff
- Supervise and monitor staff performance
- Ensure high level of customers satisfaction

### Cashier

01/2011 to 01/2014

#### Penn Book – Manhattan, NY

- Sales skills
- Issue receipts and refunds
- Customer satisfaction-oriented
- Scan items and collect payments

**Math/Biology Tutor**

09/2012 to 05/2013

**LaGuardia Community College** – Long Island City, NY

- Monitor students performance
- Review class material with students
- Encourage and build confidence in students
- Prepare and facilitate academic workshop sessions

**Cashier**

09/2009 to 01/2011

**Roisterer and Grill** – Manhattan, NY

- Greet customers
- Contribute to team effort
- Guide and solve queries of customer
- Take orders over the phone and in person
- Maintain clean and orderly checkout areas

**EDUCATION & AWARDS**

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**Associate of Science:** Dental Hygiene

2017

**NYC College of Technology** - Brooklyn, NY

**Awarded as one of the top clinicians\***<https://openlab.citytech.cuny.edu/amousa-eportfolio/>

**REFERENCES**

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Available upon request