Ashley Sugrim

Queens, NY 11436 ● (917) 445-2663 ● Ashley11435@gmail.com



**EDUCATION**

**New York City College of Technology,** Brooklyn, NY

Associate degree in **Dental Hygiene, GPA 3.6**

Expected date of Graduation: May 2018

**WORK EXPERIENCE**

**Pediatric Dentistry of Flushing,** Flushing, NY June 2017 – Present

*Dental Assistant*

* Maintain a clean, sterile and positive environment optimizing patient comfort and safety.
* Work chairside assisting family dentist with specialized procedures, making patients feel as relaxed as possible.
* Assist dental hygienist with routine cleanings.
* Assist dentist with sterilizing or disinfecting instruments, setting up instrument trays, and preparing materials.
* Expose bitewings or periapical radiographs.

**Forest Hills Dental Arts,** Forest Hills, NY December 2016 – Present

*Dental Assistant*

* Maintain a clean, sterile and positive environment optimizing patient comfort and safety.
* Work chairside assisting family dentist with specialized procedures.
* Assist dentist with sterilizing or disinfecting instruments, setting up instrument trays, and preparing materials
* Monitor and restock dental supplies
* Manage front desk operations by answering phone, recording messages, scheduling patients, and filing patient charts.

**J.C Penney,** Valley Stream, NY February 2016 – May 2017

*Sales Associate*

* Maintained and organized store displays and fitting room to address customer needs and enhance product visibility
* Enthusiastically approached browsing customers and initiate conversations to determine buying preferences
* Assisted customers with finding merchandise, appropriate sizes, trying on items, and completing purchases
* Processed store credit card applications

**Long Island University,** Brooklyn, NYSeptember2014-December 2015

*Computer Lab Assistant*

* Informed 20+ students about lab policies and explained computer program usage
* Managed front desk operations by answering phone, recording messages, and informing the director of appointments
* Supported operations of lab by updating computer software

**VOLUNTEER EXPERIENCE**

**Queens Public Library,** Queens, NYSeptember2013 – March 2014

*Volunteer librarian*

* Helped children ages 6-12 with English and Math homework
* Aided in story time group sessions and arts and craft activities for children ages 3-12
* Supported Library operations by arranging, organizing and shelving books

**ADDITIONAL SKILLS**

* Proficient in Microsoft Word and PowerPoint
* CPR