**Amanda M. Vera RDH**

2216 Jackson Place  North Bellmore, NY 11710  (516) 754-8710  av.amandavera@gmail.com

**Education**

**City University of New York New York City College of Technology/ Dental Hygiene** **Brooklyn, NY**

*AAS in Dental Hygiene* **Expected May 2018**

GPA: 3.5

 **Professional Work Experience**

**Levittown Dental Group Levittown, NY**

*Dental Assistant* **August 2016-Current**

* Collaborates with doctors/dental team to deliver the highest quality care for the patients.
* Skilled in four handed dentistry and chair-side assistance to dentists
* Responsible for sterilizing/disinfecting instruments and equipment while preparing the materials required to treat each patient.
* Instruct patients in oral hygiene and plaque control recommendations with a friendly and engaging demeanor.
* Chart dental exams, exposed digital radiographs.
* Knowledgeable in documentation for paper or e-charting
* Maintenance of inventory supplies
* Assist front desk in answering phones and scheduling patients.

**Dr. Ralph Fleishman DDS East Meadow, NY**

*Dental Assistant* **October 2013- August 2016**

* Assisted the dentist with routine cleaning and specialized procedures, positioning instruments for dentist’s access, suctioning, and passing instruments.
* Prepared operating room with sterilizing or disinfecting instruments, setting up instrument trays, and preparing materials for patients by following prescribed procedures.

**Work Experience**

**Mediterranean Diner Bellmore, NY***Head Hostess* **July 2014-August 2016**

* Greet and acknowledged arriving guests and seat patrons by escorting them to assigned table, or communicate delays.
* Carried out proper telephone etiquette that call to inquire about our menu, call ahead seating, wait times, comments and complaints.
* Efficiently maintained the host book including schedules and reservations.

**Community Service**

**Fluoride Varnish Service Brooklyn, NY April 2018**

* Preformed dental screenings and fluoride varnish application to Head Start Children
* Documented all findings on a report sheet

**Service Learning Project Brooklyn, NY March 2018**

* Planned and implemented an oral health education program for 7-8 year olds
* Provided knowledgeable information about caries process and how it can be avoided while emphasizing healthy food choices that can lead to optimal oral health.

**Certifications**

* New York State Dental Hygiene Restricted Local Infiltration Anesthesia/Nitrous Oxide Analgesia Certification
* BLS for the Healthcare Provide (CPR&AED)
* Certified Mandated Reported Training: Identifying and Reporting Child Abuse and Maltreatment
* Collaborative Institutional Training Initiative: HSR for Undergraduate Students Course

ePortfolio: <https://openlab.citytech.cuny.edu/avera-eportfolio/>