
ANNA VORFOLOMIEIEVA

631 - 264 - 9128 | ukranna@yahoo.com | Brooklyn, NY 11224

SUMMARY

Exceptionally organized, reliable and adaptable, fast learner dental hygiene student with hands-on experience in providing clinical, educational, and preventative services to the public, seeking quality dental office for part time or full-time employment.

EDUCATION

New York City College of Technology (CUNY) | Brooklyn, NY 08/2020 - Present
Associate of Applied Science in Dental Hygiene |
Expected May 2022

Kingsborough Community College (CUNY) | Brooklyn, NY 09/2016 - 12/2016
Accounting Certificate Program

Kiev National University of Trade and Economic | Kiev, Ukraine 09/1999 - 06/2004
Master Degree in International Trading
Department of International Economic

EXPERIENCE

Dependable Property Management, INC | Brooklyn, NY 08/2017 - 06/2019
Administrative Assistant / Accounting Clerk

- Accounts Payable, Accounts Receivable
- Check deposits
- Preparing checks
- Handling incoming / outgoing calls
- Keep tracking of company documentation

"METINVEST SMC" LLC, Kiev, Ukraine 03/2011 - 07/2015
Export Manager - Pipes and API Plates Department:
- Invoices preparation in accordance with the contracts
- Tracking payments under the contracts
- Tracking production and shipments in accordance with the contract terms
- Documents preparation required for bank presentation according to the Letters of Credit

"METINVEST SMC" LLC, Kiev, Ukraine 09/2004 - 03/2011
Executive Assistant - Pipes and API Plates Department:
- Maintain working schedule of the head of department
- Meeting and greeting clients and visitors
- Handling incoming / outgoing calls and correspondence
- Faxing, printing, photocopying, filing and scanning

SKILLS

- Head, Neck, Oral Cancer Screening
- Blood Pressure Screening
- Dental and Periodontal Charting Proficiency
- CAMBRA
- Scaling & Root Planing:
 - Proficient hand and ultrasonic-scaling skills
- Administration of Topical, Oraquix and local Anesthesia
- Oral Homecare Instructions
- Fluoride Treatment
- Engine Polishing
- Alginate Impression and Study Model Mixing
- Bleaching Tray Fabrication
- Sealants with Rubber Dam and Cotton Roll Isolation
- Suture Removal
- Arestin Antibiotic Treatment
- Teeth Whitening with Colgate Optic White
- Exposing and Interpreting Radiographs:
 - BWS, PA, FMS, PAN
- Knowledgeable in Dentimax Dental Software, Microsoft Office, QuickBook
- Infection Control
- Critical thinking
- Highly trustworthy, discreet and ethical
- Effective at multi-tasking

CERTIFICATION

CPR/AED certified - exp. date 10/03/2022

New York State Child Abuse Reporting Certification - certification date 11/24/2021

HSR for Undergraduate Students - Basic Course - exp. date 08/27/2024

American Dental Hygienist Association member since 09/2019

LANGUAGES

Proficient in: English, Russian, Ukrainian