**Carolina Fritman**

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**OBJECTIVE**

To obtain a position in a company where I can use the skills acquired through education and work experience while gaining professional advancement within my field.

**EDUCATION­ \_\_**

**New York City College of Technology (CUNY)** (Queens, NY) **August 2017 - Present**

*Pursuing Associate of Applied Science in Dental Hygiene*

**LaGuardia Community College (CUNY)** (Queens, NY) **September 2014 - February 2017**

*Associates in Science degree, Business Administration*

**WORK EXPERIENCE­**

**Glen Oaks Dental Professional, Dental Office -** Glen Oaks, NY **January 2019 – Present**

*Dental Assistant*

* Assisted general dentists, dental hygienists, and multi-specialty dentist’s chair-side using four-handed dentistry.
* Experienced in exposing digital X-rays; fabricating temporary crowns, pouring impressions, trimming models and preparing orthodontic equipment; and assisting with extractions, impactions, fillings, implants, local anesthesia and suture placements/removals.
* Seat patients, prepare treatment setups, and treatment rooms.
* Maintain clean, sterile and positive environments optimizing patient comfort and safety.
* Documented dental care services by charting in patient records.
* Maintained dental supplies inventory by checking stock to determine inventory level, anticipating needed supplies, and ensure all office equipment are in good working condition.

**Mamajuana Cafe, Restaurant/ Nightclub -** Woodside, NY **December 2012 – August 2018**

*Bartender promoted to Assistant Manager*

* Responsible for budgeting, payroll, and marketing.
* Consistently maintain a high-standard performance record via exceptional service, specific attention to detail, which resulted in higher sales, and an “A” for in our Sanitary Inspection.
* Directed marketing efforts to promote visibility and introduce new products on our menu.
* Established name recognition and generated sales through a combination of sales and marketing techniques.
* Selected and hired self-motivated sales staff and trained them to be hard-working, customer focused and well educated in their position, enabling them to work with minimal day-to-day supervision.
* Handle service bar and customer bar simultaneously.

**SKILLS, INTERESTS & CERTIFICATIONS**

* Certified in Basic Life Support (Adult and Child)
* Completed Child Abuse Mandated Reporter
* Compliant with HIPPA & OSHA regulations
* Proficient in Dentimax and Dentrix
* Fluent in English and Spanish
* Work well in fast paced environments
* Excellent motivator of teams­­­