

CHRISTINA BRANCO

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OBJECTIVE

Seeking a position as a Dental Hygienist

EXPERIENCE

- September '16-Present The Office of Dr. James Branco, D.D.S.: Receptionist/Assistant Scarsdale, NY**
- Answering phones, communicating with patients, and scheduling and confirming appointments.
 - Keeping patient contact, personal, and medical information current, while following all HIPPA regulations.
 - Maintaining up-to-date patient insurance information, completing insurance claims, and communicating with insurance carriers.
 - Processing payments, and updating billing records.
 - Submitting prescriptions through e-prescribe software.
 - Following all infection control procedures to disinfect and prepare patient rooms, process/package instruments, and maintain ultrasonic cleaner and autoclave sterilizer.
 - Exposing bite-wing and periapical radiographs.
 - Took photographs of patients for orthodontic evaluation, and submitted orders for orthodontic materials via Six Month Smiles and Ace Aligners websites.
 - Assisted dentist during placement of Six Month Smiles orthodontic brackets and bands.
 - Pouring study models, assisting dentist during crown preparations by filling impression trays with PVS material, and preparing packages to be sent to dental laboratories.

- September '13-June '16 Grand Concourse Academy Charter School: Teacher (Gen./Spec. Ed.) Bronx, NY**
- Planned, prepared, and carried out lessons in multiple subject areas following 4th and 5th grade NYS Common Core Learning Standards.
 - Trained students for the NYS State Tests in English Language Arts, Math, and Science (4th Grade).
 - Provided lessons and feedback for assistant teacher, while working with children with special learning needs.
 - Prepared assignments and tests, completed all grading, submitted report cards, and managed all parent-teacher communication and conferences.
 - Completed evaluations of personal goals for students with individual education plans.
 - Selected IEP goals, wrote IEPs, and attended yearly IEP meetings to discuss individual student's progress.
 - Prepared meaningful and creative bulletin boards.

- July '07-September '12 Y.A.I - Young Adult Institute: Direct Service Professional,Teacher-ISC Tarrytown, NY**
- Planned and conducted daily activities while preserving a structured schedule.
 - Assessed consumers' skills and areas in need of improvement.
 - Created and implemented individualized service plans for consumers.
 - Completed necessary paperwork, attended meetings, and maintained consumer files.
 - Ensured consumers' health and safety by following dietary guidelines, other health-related guidelines, and maintaining a safe environment.

SKILLS

- Computers: Proficient in Dentimax software, Microsoft Word, PowerPoint, Paint, Citrix Digital Agency, Windows Vista, and XP.
- Radiographs: Able to expose bite-wing, periapical, and panoramic radiographs.
- Medications: Able to place Arestin.
- Languages: French - Intermediate Conversational Level, Spanish - Beginner Level.
- Martial Arts: Ninth kyu white belt in Bujinkan Taijutsu.

EDUCATION

- 2017-2019 CUNY New York City College of Technology Dental Hygiene Program Brooklyn, NY**
- Anticipated to receive Associate's Degree in Dental Hygiene.

2010-2013

The College of New Rochelle

New Rochelle, NY

- Received Master's Degree in Childhood General and Special Education, Grades. 1-6.

2002-2006

Fordham University

Bronx, NY

- Received Bachelor of Science in Psychology.

CERTIFICATIONS

- American Red Cross Basic Life Support Certification (August 2017-August 2019)
- Restricted Anesthesia Certification (2019)

HONORS/AWARDS

- Five Year Milestone Certificate from YAI, 2012
- Merit Service Award from YAI, 2008 and 2009
- Merit Scholarship from Fordham University