**Chulan Xu**

 64-33 231st

 Oakland Gardens, NY 11364

 (718)-362-7740/ xuchulan20@gmail.com

**EDUCATION**

*Sep.2020- Jun.2022* **Associate of Science in Dental Hygiene-**

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

* Provide prophylaxis, scaling and root planning to a diverse population of patients with medical conditions ranging from ASA I-III
* Extensive experience in digital radiography and electronic charting to provide comprehensive periodontal exam
* Proficient in all phases of dental hygiene, including giving head& neck cancer screening and applying sealants, Arestin, and whitening

**EXPERIENCE**

*Nov.2018- Mar.2021* **Dental Assistant-**

*3D Dental PLLC, Flushing, NY*

* Helped patients see the benefit of high producing procedures, including invisalign using iTero 3D scanner
* Collaborated with dentists& dental receptionists to ensure a smooth schedule and reduce wait time by 45% in a boutique setting

*Nov.2013- Mar.2021* **Dental Receptionist-**

 *Simply Dental PLLC, Elmhurst, NY*

* Managed finances for PPO/FFS office (1 DDS, 1 RDH), which roughly approximately 150k- 200k/ month
* Increase collections by account receivable production in 8yrs of employment
* Maintained clinical recall system result in 100% saturated schedule through patient recovery
* Advocated for patients through treatment plan presentation and financial guideline
* Managed and scheduled 5 employees, one on one training and supervising while they work

**LICENSURE**

* New York State Dental Hygiene License
* Local Infiltration Anesthesia and Nitrous Oxide Sedation License
* CPR/BLS for Healthcare Provider Certification

**SKILL**

* Fluent in written and spoken English and Chinese (Mandarin and Cantonese)
* Proficiency in Dentrix, DentiMax, and Open Dental Software
* Professional/ Effective manner and work well under pressure

**References available upon request**