# Objectives

To obtain a position as a dental hygienist and apply my clinical skills to improve the standard of patient care.

**Skill Highlights**

The skills obtained as a dental hygiene student at NYCCT include but are not limited to, exposure of both digital and film based radiographs, scaling and root planning with both ultrasonic and hand instruments, soft tissue management, sealant placement, taking impressions, Arestin placement and evaluation, administering local anesthesia and nitrous oxide and providing individual, personalized home care instructions.

# Education

## Academy of Finance and Enterprise, Long Island City, NY

Honors High School Diploma, June 2012

## Hunter College, New York, NY

Undergraduate, August 2012-May 2015

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

Associate of Applied Science in Dental Hygiene, August 2015-May 2017

# Experience

## Dr. Stefan Bradu MD, Dermatology, Forest Hills, NY

*Receptionist (January 2013-May 2014)*

* Maintained scheduling with answering incoming calls and providing answers to patient’s questions
* Confirmed and scheduled appointments
* Prepared patient files with insurance eligibility for coverage and plan payments
* Processed payments made by insurance and patient deductible coverage

*Assistant Manager (June 2014-September 2016)*

* Assisted with controlling expenses and preparing expense reports
* Followed up with patient complaints and account receivable and accounts payable transactions
* Took notes/minutes during office meetings and set goals for each quarter
* Maintained control of assets and inventory

## Dr. Aristides Rotsos DDS, Astoria, NY

*Dental Assistant (September 2015-June 2016)*

* Maintained a safe, sterile and comfortable environment by following infection control protocol
* Arranged instruments and tray presentation prior to dental procedures
* Prepared treatment room for patient
* Operated autoclave to assure sterile instruments before patient appointment time
* Assisted with extractions, endodontic treatment, crown preparations and fillingsReferences

# Skills & Abilities

* Computers: Microsoft Word, Excel, PowerPoint
* Languages: English and Greek
* DentiMax Software Proficiency

*References available upon request*