

UNICE LEE

(HA JUNG)

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EDUCATION

NYC COLLEGE OF TECHNOLOGY

Associate of Applied Science

- Major: Dental Hygiene
- Cumulative GPA: 3.8

BROOKLYN, NY

Aug. 2017- Jun. 2019

BARUCH COLLEGE, ZICKLIN SCHOOL OF BUSINESS

Bachelor of Business Administration

- Major: Entrepreneurial Management
- Minor: Psychology
- Cumulative GPA: 3.7

NEW YORK, NY

Aug. 2011 – Jun. 2015

EXPERIENCE

BAYSIDE DENTAL CARE

Assistant/Receptionist

- Assist the dentist during a variety of treatment procedures, including dental implant and graft surgeries
- Expose, process, and handle x-ray films
- Perform various office management tasks (i.e. staff training, budgeting office expenses, designing newspaper ad)
- Handle/prepare claims for dental insurance companies
- Monitor inventory of dental supplies

BAYSIDE, NY

May 2013 – Present

TRIBECA DENTAL DESIGN

Assistant/Receptionist

- Implement Dentrix software to manage appointments and patient files
- Set up instrument trays and prepare materials for procedures
- Sterilize instruments and disinfect operator rooms
- Expose dental x-rays

NEW YORK, NY

Oct. 2016- July 2017

INTERNSHIPS

CUNY EXPLORERS

Peer guide

- Arrange and lead weekly dental hygiene clinic tours for middle school students
- Educate on oral hygiene and future career opportunities
- Work with dental hygiene faculty to prepare goody bags for students

BROOKLYN, NY

Aug. 2018- Feb. 2019

VOLUNTEER WORK

- Head Start Educational Varnish Program
- Public Health Educational Program
- GNYDM “Colgate Brushing Station”
- Overseas Medical Outreach to Kyrgyzstan

April 2019

March 2019

November 2018

June 2018

CERTIFICATION/LICENSE

- NYS Dental Hygiene License
- Local Anesthesia & Nitrous Oxide Administration
- Child Abuse Prevention and Treatment Act

2019

2019

2019

- CPR- Healthcare Provider
- CITI Institutional Review Board Program

2018-2020

2018

ADDITIONAL SKILLS

- Bilingual in Korean and English
- Efficient at multi-tasking
- Advanced in MS Word, Excel, PowerPoint, Outlook, SharePoint, Dentrix, Dentimax
- Local anesthesia (infiltration) & Nitrous Oxide administration

References available upon request