**Kenia Pichardo**

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**Objective:** To obtain a position where I can use my qualifications and skills at the best of my ability with the opportunity for advancement as a dental hygienist.

**Summary Of Qualifications*:***

* Strong administrative skills, responsible and organized
* Effective in the use of Microsoft Word, Excel and Powerpoint
* Effective communication, teamwork and interpersonal/writing skills
* Bi-lingual in English and Spanish
* Dental Charting using Dentimax and Periodontal Screening
* Qualified in exposing, mounting and interpreting radiographs
* Scaling and root planing and pit and fissure sealants
* Certified in Local Anesthesia and Nitrous Oxide
* Ability to perform phlebotomy and EKG's, vital signs and urinalysis
* Participant in the Spanish Heritage Association and Member of the American Dental Hygienists Association (ADHA)

**Education:**

* 04/2015 **Mandl School, the College of Allied Health,** New York, NY

 Associate in Occupational Studies in Medical Assisting

 (***Registered Medical Assistant since 07/2015 - CPR Certified, since 2014)***

* 06/2019 **New York City College Of Technology CUNY,** Brooklyn, NY

 Associate of Applied Science in Dental Hygiene - *Certified Mandated Reporter*

 **Experience:**

* 01/2015-06/2015 **Woodside Consulting Center**, New York, NY

*Medical Assistant (Externship)*

* Checked in patients and obtained their medical history
* Took messages and scheduled appointments for new and current patients
* Performed pregnancy tests, urine dipsticks, EKG, phlebotomy, strep tests and vital signs assessment
* Prepared patient charts
* 01/2013-09/2013 **Cibao Invita Restaurant,** Bayonne, NJ

 *Waitress*

* Greeted guests and cleaned the facility
* Took customers’ orders, complaints and inquiries
* 05/2011-01/2013 **Synergies Calling Center**, Santiago, Dominican Republic

 *Customer Service Representative*

* Resolved customer issues and dispensed information needed
* Responded to inquiries by working with customers
* 09/2010-05/2011 **Children’s Hospital**, Santiago, Dominican Republic

 *Externship/Volunteering*

* Assisted nurses in the ER and provided medication for nebulizing
* Helped in the department responsible for casting for fractured bones

*References are available upon request*

Link to ePortfolio for a more extensive insight into my achievements, education, community service, skills, and clinical experience in dental hygiene :

https://openlab.citytech.cuny.edu/kpichardo-eportfolio/