



MARVA CHARLES, CDA,RDH

153 WILEY AVENUE
PLAINFIELD NJ 07062
718-207-1389

Marvacharles@gmail.com

April 6th, 2015

Dear Recipient;

I was pleased to learn of your need for a dedicated, hard working and experienced Hygienist to join your staff. I am prepared to become an immediate contributor to your team.

Following are highlights of my qualifications and accomplishments:

- Extensive experience in dental office operations and environment
- In-depth knowledge of patient assessment, treatment planning, patient education, implementation and evaluation of treatment
- Frequent commendations by patients and their families for providing exceptional care
- Award for completion of leadership training

My strong initiative and exceptional organizational skills, combined with my ability to work well with others, allow me to be a valuable team player in a patient-centered environment. With a work history that shows stability and dependability, exceptional patient rapport and the ability to motivate patients, I know I will have an immediate impact on your practice.

Enclosed is my resume for your review. I welcome the opportunity to discuss with you in person how my skills and strengths can best serve your practice.

Sincerely,
Marva Charles

MARVA CHARLES
(718 207-1389)
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PLAINFIELD NJ 07062

Objective:

- To obtain a Dental Hygienist position in a warm and patient care oriented environment, that would utilize and develop my previous experience and skills.

Education:

- New York City College of Technology *Anticipated graduation 06/2015*
- AAS with a major in Dental Hygiene
- Certificate in Dental Assisting

Skills:

- CPR trained and certified
- Licensed in administration of local anesthesia and nitrous oxide sedation
- Proficient in Arestin placement
- Exceptional patient rapport
- Over 10 years experience as a dental assistant
- Proficient in the use of Dentimax
- Skilled at exposing diagnostically accurate radiographs and panoramic and interpreting them
- Excel at counseling and motivating patients
- Familiar with ZOOM whitening procedures and bleaching trays
- Expert at home care instructions
- Skilled at retrieving all assessment data;dental, period and head and neck exams
- Able to set up and breakdown operatory in a timely manner
- Ability to provide optimal adult and pedo prophylaxis
- Proficient with placement of sealants (rubber dams and cotton rolls) and perio dressings
- Skilled in the fabrication of night guards and bleaching trays

Experience:

- *06/2014-08/2014 Kings County Hospital Center* Dental Hygiene Internship
451 Clarkson Ave Brooklyn, NY 11203

Responsibilities:

- Retrieved patients from waiting room, accessed patient's file on computer, set-up patient, educate patient on proper oral hygiene care and performed prophylaxis
- 05/2005-11/2013 **Carroll Gardens Dental** Dental Assistant 544 Court Street Brooklyn, NY 11231.

Responsibilities:

- Responsible for chairside assisting and four-handed dentistry; exposed and developed radiographs; took impressions and poured models; managed reception; charting and dismissal of patients; answering phones; scheduling and confirming patient appointments; filing and retrieving charts; patient relations/care; sterilization of instruments according to OSHA standards; in charge of inventory

Professional Organizations:

- Member of ADAA
- Member of SADHA
- Member of the National Society of Leadership and Success
- Member of the ACN Mentoring Program
- Aids walk 2015 team leader
- Member of Citytech Alumni
- JFEW Scholar