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| melody vargas**1277 Madison St. apt. 3, Brooklyn, New York, 11221****PHONE: (347) 363-8092****E-MAIL: melody.vg04@hotmail.com** |  |

# Objective

To join a professional clinical environment where I can direct and assist the patients through my vast experience and where I will have the opportunity to work with other experienced dental professional as well as to provide great dental hygiene services.

# Experience

* [Secretary](https://www.linkedin.com/search?search=&title=Secretary&sortCriteria=R&keepFacets=true&currentTitle=CP&trk=prof-exp-title" \o "Find others with this title) – Fulton Electronics
June 2010 – August 2014 – Brooklyn, New York
* [Receptionist](https://www.linkedin.com/search?search=&title=Receptionist&sortCriteria=R&keepFacets=true&currentTitle=CP&trk=prof-exp-title) – El Cibao Super Market
November 2005 – August 2009 – San Juan, Puerto Rico
* [Independent Sales Representative](https://www.linkedin.com/search?search=&title=Independent+Sales+Representative&sortCriteria=R&keepFacets=true&currentTitle=CP&trk=prof-exp-title) – [La Sirena Marketing](https://www.linkedin.com/company/6646?trk=prof-exp-company-name)
January 2007 – April 2009 – Santiago, Dominican Republic

# Education

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| --- | --- |
| **New York City College of Technology** *Associates of Applied Sciences Dental Hygiene Program* | **2012-2015**  |
|  |  |
| **Hostos Community college**  | **2010-2011**  |

*Liberal arts and sciences*

# Skills

* Comprehensive clinical dental hygiene knowledge
* Proficient in Dentimax Dental Practice Management Software including, but not limited to dental & periodontal charting, treatment planning, recall system management and electronic records maintenance.
* Capable of taking alginate impressions, pouring models, exposing traditional and digital radiographs, taking intraoral photos.
* Familiar with the Midwest and Diagnodent Caries Detection units.
* Effective communication skills with personalized patient education; emphasizing the oral-systemic link
* Telephone management, appointment scheduling, records management, paperless charting

(Dentimax Software), mastery of Microsoft Office programs (Word, Excel, Power Point, Publisher)

* Instrument processing and sterilization
* Fluent in English and Spanish

# Certifications

* American Heart Association BLS for Healthcare Providers Program (CPR and AED)
* State of New York Local Anesthesia and Nitrous Oxide Sedation
* Certified Mandated Reporter Training (New York State Office of Children and Family Services) Identifying and reporting child abuse and maltreatment
* Citi IRB Human Subject Research Compliance Certificate
* [Influenza\_Facts\_and\_the\_Healthcare\_Worker (2)](https://openlab.citytech.cuny.edu/hkillian-eportfolio/files/2012/08/Influenza_Facts_and_the_Healthcare_Worker-2.pdf)

# References

Available upon request

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