

Minna Harbater

1361 Davies Road | Far
Rockaway, NY 11691 |
917-231-6949
minnamouse12@gmail.com

EDUCATION

New York City College of Technology, Brooklyn, NY — Associate in Applied Science: Dental hygiene

August 2019-May 2021; Expected graduation 6/2021

Tichon Meir Moshe, Far Rockaway, NY— Regents High school Diploma

September 2013- June 2017

EXPERIENCE

Dr. Steven Krauss Pediatric Dentistry, Lawrence, NY— Receptionist

July 2019- PRESENT

Responsible for scheduling appointments, billing and handling insurance claims, and greeting patients, and organizing the flow of the office.

Tov Furniture Company, Cedarhurst, NY — Customer service representative

July 2018 – July 2019

Processing warehouse orders, assisting corporate customers, and problem-solving with customer conflict.

SKILLS

- Proficient in Dentimax and Open Dental software
- Exposing and interpreting radiographs
- Head and neck exam and oral cancer screening
- Dental charting and Periodontal charting
- Administration of local anesthesia
- Oral hygiene instruction
- Scaling and root planning
- Treatment planning
- Engine polishing
- Teeth whitening
- Fluoride application
- Calculus detection
- Alginate impression
- Sealants

CERTIFICATES

NYS Registered Dental Hygienist- June 2021
Local anesthesia and nitrous oxide certification-pending
NYS Mandated Child Abuse Reporter- Feb 2021
CITI Program HSR course- Sep 2019
BLS Training American Heart Association- July 2019