



Natalee Carela

REGISTERED DENTAL HYGIENIST

PROFESSIONAL OBJECTIVES

Dedicated and proactive Dental Hygienist who is committed to providing patients with exceptional care.

SKILLS

- Bilingual (fluent in Spanish and English)
- HIPAA Training
- Payroll Processing
- Operate Paging Systems
- Scaling and Root planning
- Arestin (Placement and Evaluation)
- Pain management – including use of Oraqix and Local Anesthesia
- Sealants (using cotton roll and rubber dam isolation)
- Providing Individualized Oral Hygiene Instructions
- Colgate Whitening
- Fluoride Treatment
- Nutritional Counseling
- Oral Cancer Screening
- Alginate Impressions
- Engine Polishing
- Cavitron Ultrasonic Scaler
- CAMBRA
- Vitals Screening
- Stain Removal
- Intra-oral & Panoramic Radiography
- Motivational Interviewing
- Dental & Periodontal Charting
- Excellent chair side manners
- Time management

☎ (347) 645-0990 ★ Brooklyn, NY 11212 ✉ C.natalee27@gmail.com

📁 E-portfolio: <https://openlab.citytech.cuny.edu/ngeorge-eportfolio/>

EDUCATION

New York City College of Technology - Dental Hygiene AAS
August 2018 – May 2021

LaGuardia Community College – Pre Health Major
September 2014 - June 2016

Transit Tech Career and Technical Education High School
September 2010 - June 2014

CERTIFICATES

CITI IRB – Human Subject Research

Local Infiltration Anesthesia and Nitrous Oxide Analgesia

American Heart Association Basic Life Support – CPR and AED

Child Abuse and Maltreatment Mandated Reporter

EXPERIENCES

Jamaica Hospital Medical Center – Switchboard Operator, Lead Operator
Queens, NY
2017 – current

- Promoted to Lead Operator after ~ a year
- Lead other team members via both, motivation and instruction
- Payroll processing and check distribution
- Schedule Department's Personnel
- Maintenance of both Alpha and Numeric pagers
- Record keeping of Emergencies and Traumas in ED
- Overhead page Codes/Emergencies
- Notify proper Doctors and other personnel of incoming Emergencies
- Complete the Daily Surgical and Medical Schedules
- Update Hospital's Directory as needed

- Excellent Written and Verbal Communication Skills
- Infection Control
- Dental Equipment Maintenance
- Sharpening Instruments
- Proficient with Medical Terminology
- Sales Associates
- Customer Assistance
- Clerical Duties
- Corporate Compliance Training
- **Dental Software:**
Dentimax
- **Softwares:** Microsoft Office, Kronos and Lawson Payroll, Cureatr, American Messaging

ORGANIZATIONS

- Student American Dental Hygienist Association – SADHA
- Medisys Health Network

- Operate telephone switchboards / phone systems to connect local, long distance, mobile and emergency calls.
- Follow protocol for phone system failure to ensure department continues running properly

La Finquita #1 Fruits and Vegetable Store – Lead Cashier and Receptionist

Brooklyn, NY

2014 – 2018

- Management and record keeping of inventory, sales and deliveries
- Encouraged an employee-friendly work environment to ensure productivity
- Provided timely efficient and considerate customer service
- Balanced cash drawer with accuracy in the beginning and end of each shift

E & J Dominican Hair Salon – Receptionist

Queens, NY

2012-2014

- Clerical Duties
- Management and record keeping of inventory
- Maintained appointment book
- Recommended customers hair care products based on their specific needs

REFERENCES

References will be furnished upon request.