

**OBJECTIVE:**

Seeking a full/part-time position of a dental hygienist in a private practice where my skills and experience will serve best to promote healthier, happier smiles and make patients happy

**EDUCATION:**

**New York City College of Technology (City Tech)**  
**AAS in Dental Hygiene (2017-2019)**

**PROFESSIONAL EXPERIENCE:**

**Dental Hygiene Intern** **February 2019-May 2019**  
**Flushing Hospital Medical Center. Dental Department** **Flushing, NY**

- Ultrasonic, manual scaling and polishing for children and adults
- SRP for periodontal patients
- Oral homecare instructions, dietary counseling
- Taking X-rays for children and adults (FMS, BWs, Pan, XCP, tabs)
- Assisting dentists in surgical and restorative procedures

**Dental Hygiene Intern** **June 2018 – August 2018**  
**Kings County Hospital Center/Oral and Maxillofacial Surgery** **Brooklyn, NY**

- Ultrasonic and manual scaling for adults
- SRP for periodontal patients
- Oral homecare instructions, dietary counseling

**Front desk Receptionist/Administrative Assistant** **January 2017- May 2017**  
**HealthCare Medical PC** **Staten Island, NY**

- Performed front desk and receptionist duties
- Requested and filed procedure authorization from patients' insurance

**Administrative Assistant** **April, 2014 – May, 2016**  
**Trilini International, LTD** **Brooklyn, NY**

- Performed front desk and receptionist duties
- Provided administrative support to company Principals and Head Logistics Executive

**Sales Person** **July, 2012 – October, 2013**  
**Wellness Medical Supplies** **Staten Island, NY**

- Greeted and assisted customers in store as well as over the phone
- Completed sales transactions and returns
- Opened and closed the store daily

**Legal Assistant** **May, 2012 – July, 2012**  
**Law Firm of Natalia Skvortsova, PLLC** **Brooklyn, NY**

- Performed front desk and receptionist duties, answered phone calls, sorted mail, ordered supplies
- Provided translation and interpreter services to customers when necessary

**RELEVANT SKILLS:**

- Proficient in DentiMax
- NYS Local Anesthesia Certified (expected 08/2019)
- NYS Nitrous Oxide-Oxygen Certified (expected 08/2019)
- Excellent patient management skills
- Computer savvy – comfortable using all Microsoft Office programs, Adobe Acrobat, Internet

**LANGUAGES:**

Fluent Ukrainian and Russian

*References available upon request*