

Sheela Alburquerque

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OBJECTIVE:

Registered dental hygienist dedicated to delivering optimal care and providing high caliber patient counseling. To practice dental hygiene in an environment that will continue to challenge my skills and further my knowledge in the field of dentistry.

EDUCATION:

2017-2020 **New York City College of Technology** Brooklyn, NY
AAS/ Dental Hygiene - Expected Graduation Date: June 2020
2004-2006 **New York University College of Dentistry** New York, NY
2001-2003 **Norwalk Community College** Norwalk, CT

CERTIFICATIONS:

- Certified Mandated Reporter Training
- Basic Life Support for Healthcare Providers CPR and AED

SKILLS:

- Head and Neck exam
- Blood pressure screening
- Oral cancer Screening
- Air polishing and engine polishing
- Digital radiographs including panoramic
- Arestin placement
- Pit and fissure sealants with rubber dam
 - Fluent in Spanish and English
 - Detnimax, Dentrix, Microsoft software and Mac software

PROFESSIONAL EXPERIENCE:

2006-Present **Sidney H. Mandelbaum, M.D.** New York, NY

Front Office Manager

- Assessed and streamlined patient intake protocol, allowing efficient use of office time increasing patient satisfaction and production of office
- Managed front desk with manual and computerized scheduling and billing using Mac Practice
- Counseled patients on procedures and surgeries.
- Ability to handle patients with care and concern, providing with excellent customer service
- Assisted surgical coordinators with arranging pre-testing, corresponding with other physicians, calling in prescriptions and E-prescribing
- Performed Humphrey Visual Field and HRT machines

2003-2006 **Stamford Vision Care** Stamford, CT

Front Office Administration

- Screened, prepped and calmed patients prior to examination
- Provided patient education as well as guidance on the management of the contact lenses
- Operated Visual field machine, refraction, and Optos machines
- Provided customer service and accurate data entry for billing

2002-2004 **Peter J. Rathman, D.D.S.** Stamford, CT

Dental Assistant/Receptionist

- Assisted with surgeries, fillings and dental charting
- Developed/mounted radiographs and sterilized instruments daily
- Closely worked collaboratively on dental laboratory orders for patients' crowns and bridges
- Performed reception duties and maintained stock supplies