

SAMANTHA VINCI

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EDUCATION

JUNE 2018

AAS DENTAL HYGIENE, NEW YORK CITY COLLEGE OF TECHNOLOGY

Completed two years of prerequisite courses for NYCCT's Dental Hygiene program, with a GPA of 3.9 and two years of the Dental Hygiene program with a GPA of 3.8. Made Deans list throughout entire academic experience.

EXPERIENCE

JUNE 2015 – CURRENT

DENTAL ASSISTANT, FAMILY DENTISTRY OF STATEN ISLAND

- Proper sterilization and packaging of instruments
- Preparation and arrangement of required instruments on tray prior to patient arrival for procedures including: root canals, crown & bridge procedures, permanent cementing of crowns, resin composites, etc.
- Proper two-handed dentistry and chair-side assisting
- Proper seating of patients based on appointment time and procedure
- Digital dental charting and treatment planning of each procedure using Softdent software
- Preparation of dental materials: permanent and temporary cement, Build-it, impression materials, gutta-percha, etc.
- Follow all universal precautions and aseptic techniques to ensure optimal infection control and patient comfort
- Expose and interpret digital periapical and bite wing radiographs
- Taking alginate impressions
- Pouring up models
- Scheduling appointments on Softdent Software
- Cross-trained to work front desk (answering phones, scheduling appointments, scheduling appointments, filling schedules, verifying insurance and billing).
- Collaborate with the dental team to deliver the highest quality of care to patients

JUNE 2014 – CURRENT

SALES ASSOCIATE, MICHAEL KORS

- Answer phones
- Deliver excellent customer service that drives sales and elevated levels of customer satisfaction
- Work with customers to determine their needs and recommend right product
- Cashier
- Develop and cultivate strong customer relationships

- Visual merchandising, such as floor sets
- Assist in assuring product presentation is clean and organized
- Use company literature and available training to stay up to date on product knowledge

JANUARY 2011 – JUNE 2014

FRONT DESK, FAMILY HEALTH DENTAL OF STATEN ISLAND

- Filing patient charts
- Filing Electronic Explanation of Benefits
- Insurance Verification
- Appointment Scheduling on Dentrix software
- Collecting fees
- Answering phone calls
- Confirming appointments
- Filing schedule
- Creating a recare list

SKILLS

- Bi-lingual (Fluent in Italian)
- Proficient with Dentrix, Softdent and Dentimax software.

CERTIFICATIONS

- New York State Local Anesthesia & Nitrous Oxide and Oxygen Sedation
- BLS for Healthcare Provider (CPR&AED)
- Certified Mandated Reported Training: Identifying and Reporting Child Abuse and Maltreatment
- Collaborative Institutional Training Initiative: HSR for Undergraduate Students Course