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| **Shi Yun Zhang****1560 83rd Street, Brooklyn, New York, 11228****(646) 881-5865 | Shi.zhang@mail.citytech.cuny.edu** | ***Learning is not considered an achievement but an inspiration that shapes who you are.*** |

**PROFESSIONAL EXPERIENCE**

**Alfred Ho, DDS| 139 Centre Street, Suite 718, New York, NY 10013**

**8/2012 – 10/2013**

**(Part-time Dental Assistant and Front Desk)**

* Enter patient’s records into computer database and filing database.
* Assist patients and making appointments through telephone and in-person.
* Assistant during surgical and non-surgical oral operations: Scaling and Root Planning, [Orthodontic](http://en.wikipedia.org/wiki/Orthodontic) Procedures, Cavity Fillings, Extractions, Bridges, Implants, Dentures, Crowns and Root Canal.
* Handle dental tools, supplies and equipment.
* Sterilize equipment and Instruments used in dental procedures
* Panorex X-rays

**Borough of Manhattan Community College | 199 Chambers St, New York, NY 10007**

**11/13 – 5/14**

**(Computer and Technical Support)**

* Handel and fix printers, scanners and copy machine.
* Assist students with software programs and technical problems.

**CML & Associate CPA PC | 139 Fulton Street Suite 818B**

**New York, NY 10038**

**12/13 – 3/14**

**(Part-time intern)**

* Data entry of client’s information into computer database.
* Calculate taxation and Adjusting entry using QuickBooks.
* Filing and organize government and client’s letters and records.
* Provide customer service through telephone.

**SKILLS**

**Dental Hygiene:**

* Scaling and Root Planning
* Hand and Ultrasonic Scaling
* Radiographs: Traditional and Digital
* Placement of Sealants: Rubber Dam & Cotton Roll Isolation
* Impression and Making of Dental Model
* Arestin Therapy
* Pain Management (Local Anesthesia Infiltration/Nitrous Oxide & Oxygen Sedation)
* Extra-Oral and Intra-Oral cancer screenings
* Air Polishing
* Periodontal Dressing
* Management of Pediatric Patients
* Oral Hygiene Patient Instructions
* Cardiopulmonary Resuscitation 2015-present

**Dental Assisting:**

* Assisted Dentist during procedures with patients
* Sterilized and prepared dental rooms
* Sterilized equipment and Instruments used in dental procedures
* Assisted at the front desk
* Filing patient’s charts and enter records into computer database
* Schedule appointments for patients

**Other:**

* Bilingual: English, Cantonese and Mandarin
* Proficient in use of Microsoft Word, Excel, Power Point & Dentimax computer program
* Proficient experience in handling printers, scanners and copy machines
* Filing and enter records into computer database
* Customer assistant through telephone and in-person

**EDUCATION**

**Associate in Business Administration (2012-2014)**

Borough of Manhattan Community College

Dean’s List 2013-2014

**Associates in Applied Science: Dental Hygiene (2015-2017)**

New York City College of Technology

**REFERENCE AVAILABLE UPON REQUEST**