**Wengsan Chan**

Fresh Meadows, NY 11366 | Tel: 212-671-0903 | Email: wengsan.chan@gmail.com

**Education**

New York City College of Technology, CUNY, Brooklyn, NY Aug 2014 – May 2017

Associate in Applied Science in Dental Hygiene

St. John’s University, Tobin College of Business, Queens, NY Aug 2005 – May 2009

Bachelor of Science in Finance

**Achievement**

* Hu-Friedy Golden Scaler Recipient (2017)
* Jewish Foundation for Education of Women Scholarship Recipient (2015 – 2017)
* NYCCT Dean’s List (2014 & 2016)
* The National Society of Leadership and Success Member (2016 – present)
* NYCCT Honors Scholar Program Member (2015 – present)

**Licensure**

Dental Hygiene License in State of New York

**Certification**

* Restricted Local Infiltration Anesthesia/Nitrous Oxide Analgesia Certification in process
* Basic Life Support for Healthcare Providers (CPR/AED)
* Registered member of the International Review Board for Human Services Research
* Mandated Reporter Training: Identifying and Reporting Child Abuse and Maltreatment

**Professional Experience**

**Internship / Dental Assistant,** Metropolitan Dental & Anesthesiology, Jackson Height, NY May 2016 – present

* Provide dental hygiene services under direct supervision
* Organize operatory and prepare intravenous sedation delivery appliances/instruments
* Document NPO time, blood pressure, pulse, and oxygen level on anesthetic sheets
* Expose diagnostic panoramic radiographs with Sirona SIDEXIS system
* Assist dentist chairside during dental procedure
* Assist front desk with scheduling and Medicaid billing

**Temporary Dental Assistant,** ZAC Dental, Garden City, NY Apr 2015 – present

* Prepare operatory with basic instruments for incoming patients
* Expose diagnostic digital radiographs with DEXIS system
* Monitor usage of instrument kits periodically, ascertain cleaning and sterilizing in time

**Office Assistant,** American Dental Group Limited, Central, Hong Kong May 2013 – Feb 2014

* Received calls and emails to schedule appointments
* Utilized EXACT database to integrate patient files, charting, and patient expenses
* Managed patient re-care scheduling and insurance documents
* Monitored the inventory of office supplies and maintained billing records for petty cash use

**Skills**

* Dental periodontal & pathology assessment
* DEXIS digital X-ray system
* Gendex / SIDEXIS panoramic X-ray system
* Air polish
* Rubber dam/cotton roll sealant
* Alginate impression
* Arestin administration
* Periodontal dressing
* Oral Hygiene Instructions
* PraticeFusion online system
* Caries Risk Assessment
* Patient management
* Fluent in spoken and written in English, Cantonese and Mandarin