**Yi Yi (Chloe) Chan**7110 Sutton PL 2nd Floor, Fresh Meadows, NY 11365  
Contact Number: (347) 335-5589  
Email address: yiyichan89@gmail.com

**EDUCATION:** **New York City College of Technology** Brooklyn, NY

* Associate in Applied Science (AAS) in Dental Hygiene August 2018 – June 2020
* Major: Dental Hygiene

**Baruch College – Zicklin School of Business** New York, NY

* Bachelor of business Administration Diploma August 2008 - May 2012
* Major: Advertising and Communication; Minor: Graphic Design

**CERTIFICATIONS:**

* Basic Life Support Training Certification - Certified in performing CPR
* CITI Program Certification - Completed training about issues involving human subject research
* Mandated Reported Training Certificate - Certified as a mandated reporter who can report any child abuse and maltreatment

**SKILLS: Clinical Skill:**

* Performing oral prophylaxis and scaling and root planning by using ultrasonic and hand scaling
* Administering local anesthesia
* Applying Oraqix and Topical analgesics
* Placing pit and fissure sealants with rubber dam placement and cotton roll isolation techniques
* Placing Arestin and post-placement of assessment
* Supragingival and subgingival air polishing
* Experienced in dental charting and periodontal screenings
* Exposing dental radiographs: panoramic, full mouth series, bitwings and periapicals x-rays
* Applying fluoride treatment (Vanish and Gel)
* Placing and removing the periodontal dressing
* Extraoral and Intraoral examinations – Oral cancer screening
* Taking vital signs including BP, pulse and respiration rate
* Using DentiMax and Softdent dental software
* Engine polishing

**Computer:**

* Type in both English and Chinese
* Proficient in MS Word, MS PowerPoint, MS Excel and MS Outlook
* Good at design software: Adobe Photoshop, Adobe InDesign and Adobe Illustrator
* Medical billing EMR program

**Language:**

* Fluent in both oral and written English, Cantonese and Mandarin

**WORK**  **New York Dental Studio** New York, NY

**EXPERIENCE: D*ental Assistance*** July, 2019 – Now

* Taking Impression
* Taking dental radiographs
* Screening 3D images of oral tissue and teeth by using iTero Screener
* Putting attachments for Invisalign patients
* Applying fluoride vanish for patients

**EZ Dental Care (Dr. Edward Zhuo, DDS)** Flushing, NY

**D*ental Assistance*** October 2015 – December 2018

* Patient management and obtain dental records
* Taking dental radiographs
* Assisting dentist during the dental treatment procedures
* Preparing and sterilizing instruments and equipment

**Jay Import Inc.** New York, NY

***Ecommerce Specialist/ Sales Assistance*** July 2013 – June 2019

**Hui Chih Yang M.D Internal Medicine Medical Office** Flushing, NY

***Receptionist/Secretary*** September 2010 – April 2013