

Ruth Hartman

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Objective: Full time Dental Assisting position in a group practice or private practice

Summary of Skills:

- Bilingual Spanish and Mesteco
- Experienced in preparing operatory for procedures
- Eight years of customer service experience
- Skilled in coronal polish, radiographs, and impressions
- Knowledge of sterilization and disinfect instruments
- Understanding of OSHA guidelines and CDC guidelines
- Expanded functions orthodontic skills

Education:

Portland Community College Dental Assisting Program June 20xx

Certificates:

Expanded Functions Dental Assisting Expected July 20xx
Oregon State Radiology Proficiency Expected July 20xx
Sealant Certificate Expected July 20xx
Soft reline Certificate Expected July 20xx
CPR Current through August 20xx
Opalescence April 20xx
Hazard Communication, PPE & Blood borne Pathogen Awareness October 20xx

Experience:

Volunteer Mission of Mercy 20xx

Customer Service Rep. American-Eagle Outfitters 20xx – 20xx

- Sales
- Cashier

Assistant for a High School Specialist Portland Community College 20xx – 20xx

- Filed paperwork
- Answered phone calls
- Enrolled students in program
- Set up Appointments and meetings

Supervisor Jamba Juice 20xx -20xx

- Supervised over six employees
- Responsible for opening and closing store
- Assisted with control: Ordering & tracking products
- Managed controllable profit, troubleshooting cost in labor & food cost
- Oversaw safety & sanitation procedures
- Microsoft office : Windows, Word, Excel