

# Ann Battrell, RDH

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Hillsboro, OR 97124

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**OBJECTIVE: To provide excellent patient care, pursue a career in a professional dental hygiene practice, and grow with the dental team.**

## SKILLS

- Knowledgeable and skilled in delivery of dental hygiene and restorative treatments
- Pit and fissure sealants
- Placing amalgam and composite restorations
- Taking analog and digital (direct and indirect) radiographs
- Providing oral hygiene instruction and education
- Proficient in Microsoft Office, Eagle-Soft, and Axium dental systems
- Bilingual in English and Vietnamese

## LICENSE AND ENDORSEMENTS

- Registered Dental Hygienist
- Restorative Functions
- Local Anesthesia
- Nitrous Oxide Sedation
- CPR/BLS Certification
- Blood Borne Pathogens Training

## EDUCATION

### Portland Community College, Portland, OR

Association Applied Science degree of Dental Hygiene 20XX

### IRCO, Portland, OR

Medical Clerk Certificate 20XX

### Foreign Economic Relations College, HCMC, Vietnam

Bachelor's Degree in Business Administration 19XX

## EXPERIENCE

**Dental Hygiene Student** 9/20XX – 6/20XX

*Portland Community College, Portland, OR*

- Rotated practice at OHSU (in 2 months), Russell Street, Veteran Affairs, and Creston Children's Dental Clinics
- Delivered dental restorations, hygiene treatment, and assisted for more than 300 clinic hours, and more than 50 patients with diverse backgrounds (age, sex, medical and oral health conditions)
- Educated patients in preventive oral health care

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## **Dental Receptionist**

7/20XX - 1/20XX

*Pacific Dental Care, Portland, OR*

- Performed most of the dental front-office duties, including contacting patients, making and receiving phone calls and otherwise helping the dental team
- Scheduled and checked insurance benefit eligibility
- Billed insurance
- Prepared patient charts for dentists and dental hygienists

## **Optometric Receptionist**

8/20XX - 12/20XX

*Rose City Vision Care, Portland, OR*

- Scheduled and checked insurance benefit eligibility
- Managed a high volume of phone calls
- Handled patient intake, including verifying insurance information and processing necessary documentation
- Prepared patient charts

## **School Admin**

10/20XX – 10/20XX

*NIIT, Lotus University, Saigon, Vietnam*

- Academic Counseling

## **School Admin**

01/20XX – 10/20XX

*LeeCam Foreign Language School, Irvine University, Saigon, Vietnam*

- Academic Counseling

## **VOLUNTEER**

### **Seniors Service Department, Multnomah Mid-County, 03/20XX – 05/20XX**

*Social Worker*

- Recorded auto voice message for Vietnamese Clients with disability
- Joined an informational film produced by IRS, Tax Duty, whose income was donated to the Senior Department
- Screening client information for social security benefits program
- Performed clerical duties such as filing, faxing, scanning, and mailing documents

### **Health Department, Immigrant and Refugee Community Organization (IRCO), 01-03/20XX**

*Medical Clerk Intern*

## **ACHIEVEMENTS**

- Winner of *American Association of University Women Portland Scholarship*, 20XX-20XX
- Member of *Phi Theta Kappa Honor Society* 20XX – Present
- Winner of *Counselor of the Year*, 20XX