Charlotte foster

**T:** (551) 123-7676

**M:** charlotte.foster@email.com

**L:**  [linkedin.com/ch](http://linkedin.com/chloeanderson)arlottefoster

54 Corbett Road, San Francisco, CA 94100

**Nationality**: American

**DOB:** Jun 23 1985

# Objective

Detail-oriented Dental Assistant with over five years of experience offering service in both the public and private sectors. Diplomatic, personable, and adept at managing sensitive situations, assisting in instructing patients, monitoring and ordering supplies, and maintaining office appointment calendars.

# Experience

## Marrow Dentalcare—Dental Assistant – Dakota, MN — 2017 – current

* Administered sedatives to patients before the procedure and aided the dentist in providing proper care.
* Coordinated emergency referrals, ensuring they reached providers promptly.
* Managed the dental facility inventory to provide patient care.

## Dymentum Health— Dental Assistant – Duluth, MN — 2016 – 2017

* Measured blood pressure and pulse before treatment began.
* Provided and reviewed patients’ health histories before treatment commenced.
* Provided patients with instructions on personal oral healthcare.

# Education

## Dental Assistant – Hibbing Community college — Hibbing, MN — 2015 – 2016

# Skills

## Clinical Sedation | X-rays | Extractions | Electronic Medical Records | Fabrication | Dental instrument preparation/ sterilization | Vital signs