**Objective** Organized and meticulous hygiene coordinator with 2+ years of experience working as a dental assistant in the Tucson, AZ area, specializing in patient coordination. OSHA-certified hygienist responsible for improved sterilization and cleaning procedures. First-hand experience scheduling through major dental software.

Don McClean

Hygiene Coordinator

54 Corbett Road, San Francisco, CA 94100

**Nationality**: American

**DOB**: Jun 23 1985

**T:** 520-555-3386

**M:** [don.mcclean@email.com](mailto:don.mcclean@email.com)

**L:**  [linkedin.com/don](http://linkedin.com/chloeanderson)mcclean

**Experience** **Saguaro Smiles | Tucson, AZ -Hygiene Coordinator - 2019 – 2021**

* Updated sterilization procedures and cleaning protocol
* Scheduled patients and performed routine clerical duties
* Processed insurance payments while upholding patient confidentiality

**Happy Health Spa | Phoenix, AZ -Receptionist - 2013 – 2019**

* Answered guest inquiries in patient and helpful manner
* Managed supply room; ordered new stock
* Planned and executed social media marketing campaign

**Education** **Arizona Medical & Dental Assisting Academy | Phoenix, AZ**

Dental Assistant Program

Certified 2019

**Skills** Organization | Record-Keeping | Time Management | Teamwork | Microsoft Suites | Google Suites |Sterilization & Cleaning | HIPPA Compliance

**References** Certified Dental Hygienist

Valid through 3/8/2024

Certified Dental Assistant

Valid through 7/29/2022

**Awards** March 2014 Employee of the Month, Happy Health Spa

October 2017 Employee of the Month, Happy Health Spa