**Janet Chabot**Dentist Assistant

Little Rock, Arkansas

123-​456-7891

agardner@email.com

**SUMMARY**

An exceptionally organized and friendly dental assistant with 3+ years of successful experience working with dental offices and clients.

**PROFESSIONAL HISTORY**

**Smith Family Dentistry, Dental Assistant**

July 2017–Present

* Clean and prepare treatment rooms
* Prepare patient for dental treatment
* Answer common patient questions about dental procedures, treatments, and issues

**E&H Dental, Office Assistant**

August 2015–July 2017

* Organized client schedules
* Received patients upon arrival
* Handled client billing and paperwork
* By end of work experience, took on key dental assistant roles

**EDUCATIONAL HISTORY**

**Certified Dental Assistant Program**

Little Road Junior College

August 2012–June 2014

**SKILLS**

* Dental assistant skills include: DANB certification
* X-ray certification
* Denture impressions
* Calming personality and demeanor
* Hygienic