**Janet Chobot**

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 20XX–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 20XX–June 20XX**

* 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**

Little Road Junior College

August 20XX–June 20XX

Certified Dental Assistant Program

**Skills**

Dental assistant skills include: • DANB certification • X-ray certification • Denture impressions • Calming personality and demeanor • Hygienic • Minor oral surgery experience