**NO EXPERIENCE RESUME FOR DENTAL ASSISTANT**

Fiona Jameson

City, State, Zip Code

Home: 000-000-0000

Cell: 000-000-0000

email@email.com

**Professional Summary**

Fully trained and certified Dental Assistant that knows how to set up equipment and prepare patients for and assist dentists in treatments. Can expose dental diagnostic X-rays review medical and dental histories and assist in the management of emergencies. Also experienced with office administration.

**Core Qualifications**

* xWix weebly jBoss
* Dental Dam Equipment
* Cotton Extracting Splinter Tongue Forcepts
* Endodontic Surgical Rotary Handpieces
* Steam Cleaners and Sterilizers
* Intuit Quicken
* Project Management
* Communicative and Personable

**Work Experience**

**Payroll Internship Spring 20XX – 20XX, Company Name City, State**

* Led the cleanup and upgrade of departmental files and databases simplifying personal operational and financial records with accelerated data process input and retrieval times.
* Answer screen and direct general inbound phone calls.
* Received guests answering questions and seeing that they are referred to or escorted to correct personnel or meeting rooms.
* Seeing that messages and packages are quickly delivered.
* Perform range of secretarial and administrative tasks such as scheduling arranging conferences faxing sorting and mailing correspondence filing etc.
* Edit documents using Microsoft Office Suite.

**Education**

Dental Assistance Degree – Business Management 20XX

University Name City, State