

Leah O'Brien

 (904) 555-1234

 leah.obrien@example.com

 linkedin.com/in/leahobrien

 123 Dental Lane, Jacksonville, FL 32202

SUMMARY

Dedicated dental assistant passionate about patient care and comfort in clinical settings. Trained proficiently in restorative functions, infection control measures, and key dental procedures. Adept at executing four-handed dental techniques while ensuring sterile environments for enhanced safety and efficiency. Recognized for effective collaboration with dentists to support optimal patient outcomes. Actively engaged in documentation processes, including medical histories and SOAP notes, reinforcing comprehensive patient management practices. Ready to contribute valuable skills and commitment to a thriving clinic environment.

EDUCATION

Associate of Science in Dental Assisting
Jacksonville Community College GPA: 3.8
Coursework: Dental Materials, Infection Control, Clinical Procedures, Patient Management

2026
Jacksonville, FL

TECHNICAL SKILLS

- **Diagnostic Imaging:** X-rays, Panoramic Radiographs, Cephalometric X-rays
- **Sterilization Equipment:** Autoclave, Ultrasonic Cleaner, Disinfectants
- **Patient Care Software:** Dentrix, Eaglesoft, Open Dental
- **Dental Tools:** Knives, Scalars, Syringes
- **Dental Treatment Methods:** Root Canal Therapy, Crowning, Fillings
- **First Aid and Emergency Procedures:** CPR Techniques, Emergency Protocols, Incident Reporting
- **Record Keeping Standards:** SOAP Notes, Medical History Documentation, Treatment Plans
- **Oral Hygiene Education:** Patient Instructions, Preventive Care Basics, Follow-Up Care Tips
- **Infection Control Policies:** PPE Guidelines, Infection Control Training, Biomedical Waste Disposal
- **Team Collaboration Platforms:** Slack, Microsoft Teams, Zoom

SKILLS

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|----------------------------|-------------------------|-------------------------|-------------------------|
| • Infection Control | • Inventory Management | • Restorative Functions | • Teamwork |
| • Patient Care | • CPR | • Emergency Response | • Patient Interaction |
| • Sterilization Procedures | • OSHA Compliance | • Documentation Skills | • Equipment Maintenance |
| • Dental Radiography | • Four-Handed Dentistry | • Clinical Techniques | • Data Analysis |

EXPERIENCE

Dental Assistant Intern
University Project

January 2026 - Present
Jacksonville, FL

Role involves comprehensive support within a university dental clinic focused on hands-on experience through expanded duties. Demonstrated ability to maintain compliance with clinical standards while providing essential assistance during various dental procedures.

- Executed expanded duties such as polishing clinical crowns and fluoride treatments as part of training.
- Assisted supervising dentists using four-handed dental techniques during restorative functions.
- Developed proficiency in sterilization procedures, adhering strictly to OSHA guidelines.
- Engaged in direct patient interactions, meticulously documenting medical histories and SOAP notes.
- Participated in emergency drills, improving readiness to respond effectively in clinical scenarios.
- Managed inventory, ensuring sufficient supplies and equipment were available for daily operations.

Dental Care Research Assistant
Academic Research

September 2025 - December 2025
Jacksonville, FL

Focused on researching innovative patient care methods, contributing to the academic community's understanding of dental treatment outcomes. Facilitated collaboration between faculty and students to enrich educational experiences.

- Collaborated with faculty for research on patient care methods and dental treatment outcomes.
- Assisted in data collection and analysis emphasizing infection control standards and patient satisfaction.
- Contributed to presentation materials for academic conferences, effectively showcasing findings.
- Conducted laboratory practices involving preparation of dental materials and observing sterilization techniques.
- Helped instruct junior students in dental procedures, reinforcing knowledge through mentorship.
- Maintained organized research records contributing to the completion of significant study reports.

LEADERSHIP & AWARDS

- Dean's List, Jacksonville Community College, 2025
- Outstanding Academic Achievement in Dental Assisting, 2025

CERTIFICATIONS

- Florida Radiology Certificate 📅 2026
- CPR Certification 📅 2026
- Expanded Duty Certificate 📅 2026

PROFESSIONAL AFFILIATIONS

- Member, Dental Assisting Student Association
- Volunteer, Local Health Fairs and School Dental Presentations

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST