

Ngoc Ballard

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SUMMARY

Early career **dental hygiene assistant** candidate with supervised clinical lab training in **treatment room preparation**, instrument sterilization, patient seating, room turnover, supply organization, and hygiene workflow support. Dental assisting coursework and practicum work built practical skill with infection control routines, common dental instruments, operatory setup, inventory checks, and simulated **patient flow**. Clinical practice focused on dependable **follow through**, organized work areas, professional patient communication, and anticipation of hygienist needs during busy appointments. Community oral health activities and peer practice coordination strengthened teamwork, patience, and clear communication. Current BLS preparation supports safe clinical participation. Ready to contribute careful preparation, calm patient support, and consistent room readiness within a private dental practice.

EDUCATION

Dental Assisting Certificate

2026

Columbus State Community College GPA: 4.0

Columbus, OH

Coursework: Dental assisting, infection control, dental instruments, patient communication

TECHNICAL SKILLS

- **Operatory Preparation:** Room setup, room turnover, treatment room organization
- **Instrument Processing:** Instrument sterilization, instrument organization, sterilization routines
- **Infection Control:** Infection control, clean treatment areas, clinical hygiene
- **Patient Preparation:** Patient seating, appointment preparation, patient comfort
- **Dental Instruments:** Dental instruments, operatory instruments, hygiene instruments
- **Supply Management:** Supply checks, supply organization, inventory planning
- **Clinical Workflow:** Hygiene workflow, patient flow, schedule support
- **Clinical Documentation:** Operational notes, workflow evaluation, issue documentation
- **Communication:** Professional communication, patient communication, team coordination
- **Safety Credentials:** BLS, CPR preparation, dental assisting training

SKILLS

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|----------------------------|-------------------------|---------------------------|---------------------|
| • Room turnover | • Supply organization | • Clinical support | • Inventory checks |
| • Instrument sterilization | • Hygiene workflow | • Treatment rooms | • Patient flow |
| • Infection control | • Operatory setup | • Dental instruments | • Team coordination |
| • Patient seating | • Patient communication | • Appointment preparation | |

EXPERIENCE

Dental Hygiene Assistant Clinical Lab Student

January 2026 - September 2026

Student Lab

Columbus, OH

Supervised clinical lab role supporting operatory preparation, instrument processing, patient seating, room turnover, supply checks, infection control, and concise operational documentation. Practiced dependable execution in structured simulations while building readiness for efficient **hygiene appointments** and comfortable patient interactions.

- Prepared simulated hygiene rooms with **organized** instruments, supplies, and patient materials before appointments.
- Processed instruments through supervised sterilization routines, supporting **clean** and orderly treatment areas.
- Seated simulated patients, explained preparation steps, and supported comfortable transitions into hygiene care.
- Checked supplies and documented shortages, helping maintain room readiness during repeated **clinical** practice.
- Investigated setup issues, recorded findings, and followed corrective actions through supervised lab review.
- Prepared concise operational notes covering **room turnover**, **infection control**, and patient flow activities.

Dental Patient Flow Project Student

September 2025 - December 2025

Course Project

Columbus, OH

Course project examined simulated hygiene scheduling, room readiness, patient communication, inventory planning, and workflow evaluation. Structured exercises connected patient comfort with organized supplies, timely preparation, and smooth coordination across a busy clinical schedule.

- Mapped simulated **hygiene appointments**, identifying preparation steps that supported steady patient movement.
- Organized room readiness checks around instruments, supplies, surfaces, and patient preparation materials.
- Practiced professional **patient communication** during simulated seating and appointment preparation activities.
- Reviewed inventory needs and grouped **supplies** for easier access during hygiene appointment simulations.
- Evaluated workflow interruptions, documented observations, and proposed practical adjustments for smoother execution.
- Prepared project notes summarizing scheduling observations, supply planning, and clinical workflow findings.

PROJECTS

Community Oral Health Workflow 📅 2026

Supported community oral health activities through organized preparation, clear patient communication, supply coordination, and dependable volunteer follow through. Work connected practical service with patient comfort and orderly clinical support.

Operatory Readiness Practice 📅 2026

Built repeatable room preparation habits through supervised practice with instrument organization, sterilization routines, infection control, supply checks, and patient seating. Each session reinforced safe, consistent clinical preparation.

LEADERSHIP & AWARDS

- Dean's List, Spring 2026
- Clinical Skills Recognition, 2026
- Peer Practice Coordinator, Student Dental Assisting Study Group, 2026

CERTIFICATIONS

- American Heart Association BLS Provider 📅 2026
- Dental Assisting Clinical Training 📅 2026

PROFESSIONAL AFFILIATIONS

- Student Dental Assisting Study Group, Peer Practice Coordinator, 2026
- Community Oral Health Outreach Volunteer, 2025 - 2026

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST