

KIVON RILEY

*Certified Dental
Assistant Trainee*

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☎ (123) 456-7890

📍 Des Moines, IO

🌐 [LinkedIn](#)

🐙 [Github](#)

EDUCATION

High School Diploma

Roosevelt High School

📅 2016 - 2020

📍 Des Moines, IO

CAREER OBJECTIVE

Certified Iowa Dental Assistant Trainee excited to help Community Health Centers provide five-star care to all patients. Dedication and an eagerness to learn have made me a valuable addition to my dental team throughout my young career.

WORK EXPERIENCE

Dental Assistant Trainee

Aspen Dental

📅 2020 - current

📍 West Burlington, IA

- Assisted the dentist during 75% of treatment procedures
- Organized and disassembled 20+ weekly operatory post-treatments
- Managed infection control by preparing and **sterilizing 100% of instruments and equipment**
- Coached patients with instructions for oral care following all dental treatment procedures
- **Educated 120+ weekly patients** on appropriate oral hygiene strategies to maintain oral health
- Managed 2 bi-weekly dental trainee lunches, as dental trainees gathered as a support network and knowledge repository

SKILLS

Electronic Medical Records (EMR); Front-office Tasks; Dental Instruments and Sterilization; Spanish (bilingual); Microsoft Office (Word, PowerPoint, Excel)

ACTIVITIES

- President, Spanish Club (Roosevelt High School)
- Member, Roosevelt High School Varsity Soccer Team (2018 - 2020)

CERTIFICATIONS

- Iowa Dental Assistant Trainee Certification
- CPR Certification (ARC), 2020