

# KIVON RILEY

## Certified Dental Assistant Trainee

✉ kivon2@email.com

☎ (123) 456-7890

📍 Des Moines, IO

in [LinkedIn](#)

🐙 [Github](#)

## WORK EXPERIENCE

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### 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

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

## ACTIVITIES

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

## CERTIFICATIONS

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

## CAREER OBJECTIVE

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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.

## EDUCATION

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High School Diploma

#### Roosevelt High School

📅 2016 - 2020

📍 Des Moines, IO