





# NAOMI HUE

## CERTIFIED DENTAL ASSISTANT

### CONTACT

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(123) 456-7890   
Houston, TX   
[LinkedIn](#) 

### EDUCATION

Certified Dental Assisting  
Tyler Junior College  
August 2016 - August 2017  
Tyler, TX

### SKILLS

Patient safety  
Patient education  
CTs, X-Rays, and impressions  
Electronic Medical Records  
(EMR)  
Dentrix  
Proactive

### CERTIFICATIONS

X-Ray Certification  
Nitrous Oxide

### WORK EXPERIENCE

#### Certified Dental Assistant

DentalOnePartners

June 2018 - current / Houston, TX

- Conducted routine X-ray imaging for 1,600+ active patients, instructing patients to ensure high-resolution images
- Performed dental hygiene cleanings for 8-10 patients daily
- Prepared and maintained 5 exam rooms, sterilizing equipment and laying out disposable tools between every exam
- Oversaw patient records, ensuring up-to-date and accurate information for each patient, resulting in a 0.01% error rate
- Collaborated with patients on creating effective home cleaning plans, providing care bags with free toothbrushes and toothpaste to ensure 100% of patients were equipped with hygiene knowledge

#### Front Office Support

Rose Dental Care of Tyler

December 2017 - June 2018 / Tyler, TX

- Scheduled appointments and reschedules via phone and email for 20+ patients per shift
- Spearheaded appointment reminder program, sending automated appointment reminders ahead of visits that reduced the instance of no-shows by 85%
- Communicated respectfully with patients, providing a calm atmosphere, resulting in 97% positive feedback on patient surveys
- Conducted routine records searches, ensuring all 1,000+ patient records were routinely updated

#### Waitress

Applebee's

August 2016 - December 2017 / Tyler, TX

- Collaborated with 5 servers to minimize service delays during peak hours, reducing wait times by 10+ minutes
- Ensured kitchen adhered to dietary restrictions for diners following vegan, gluten-free, paleo, and other diets
- Maintained extensive menu knowledge of the 35+ menu items, including dish origin, ingredients, and preparation methods, to answer specific diner questions
- Maintained a customer-first attitude to exceed sales goals by 17%
- Prepared specialty cocktails and beverages for diners promptly, resulting in an average tip of 21%