


Tavares Ortiz

Dental Assistant

tavares2@email.com 

(123) 456-7890 

Camden, NJ 

[LinkedIn](#) 

Work Experience

Amara Dental of Cherry Hill – Dental Assistant

2018 - current

Cherry Hill, NJ

- Acted as the face of the dental office by welcoming 100+ weekly patients, comforting them, scheduling them, and answering any questions about dental care/ procedures
- Led the introduction of Dentrix to the dental office to streamline scheduling, increasing patient flow by 12% and allowing for an extra 2 patients per day
- Obtained radiographs of 100% of patients using standard dental radiographic equipment
- Developed patient charts with scanned patient care documents and ordered medical records from 6 external care providers
- Monitored blood pressure and pulse before starting treatment while following all guidelines
- Organized and utilized various dental materials during procedures, including cement, amalgam, composite, and impression materials
- Assisted the dentist with treatment procedures and communicated treatment plans and procedure steps during appointments, increasing patient satisfaction by 85%

Dr. Charles Wahl & Associates – Dental Assistant

2015 - 2018

Collingswood, NJ

- Assisted during routine dental cleanings, surgeries, and other dental procedures utilizing 4-handed dentistry techniques
- Reviewed 400+ monthly patient charts and logged patient data during exams and procedures
- Executed and maintained sustainable onboarding programs that reduced the time to the first procedure by 25% for new dental assistants
- Obtained and developed 100% of dental radiographs
- Managed dental inventory by monitoring stock 6 days per week and placing new orders

Education

Camden County College – Dental Assisting

2013 - 2015

Camden, NJ

Skills

4-handed Dentistry; X-rays; Endodontics; Oral and Maxillofacial; Electronic Medical Records (EMR); Administration; Sterilization; Dentrix; Collaboration

Certifications

- BLS (ARC), 2020