

Joel Garcia

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Tucson, AZ

[LinkedIn](#)

WORK EXPERIENCE

Perfect Teeth - Continental Ranch - Dental Hygiene Assistant

March 2014 - current

Tucson, AZ

- Established electronic system for 300+ new patients, recording medical histories and oral conditions
- Coordinated clinic outreach for 1,500+ homeless in Tucson, providing education and free cleanings
- Assisted in whitening procedures that also reduced the incidence of sensitivity by 60%
- Used tools to clean calcareous deposits, accretions, and stains from teeth and beneath gum margins
- Sterilized and prepared dental equipment, including mixed amalgams, cements, and silicates
- Provided care for 12 patients daily, including examination, teeth cleanings, and scheduling follow-ups

Genesee Dental Group - Dental Assistant

July 1998 - March 2014

Tucson, AZ

- Contributed to emergency care, receiving CPR certifications, emergency drugs and oxygen supply, and emergency telephone directory, collaborating on emergency care that saved 1 patient's life
- Conducted 450+ intraoral dental radiographs/X-rays
- Gathered billing and insurance from patients, following up with insurance companies to file claims
- Assisted dentist during procedures, providing sterilized instruments and practicing 4-handed dentistry

Dental Specialty Office - Dental Office Receptionist

October 1996 - July 1998

Tucson, AZ

- Greeted 15+ patients a shift, providing friendly and sensitive care that decreased anxiety in patients
- Headed project to introduce Nexhealth dental scheduling software, reducing 75% of human errors in charts and records and eliminating 100% of records loss
- Introduced appointment reminder system, sending automated texts and emails to patients prior to appointments, resulting in a 64% reduction in no-shows
- Organized waiting area and 3 exam rooms, ensuring current reading materials for patients

EDUCATION

Sunnyside High School - Dental Hygiene Assistant

August 1990 - May 1994

Tucson, AZ

SKILLS

Patient safety; Radiographs ; Dentrix; Proactive ; Four Handed Dentistry ; Patient charts

CERTIFICATIONS

- Radiography
- Nitrous Oxide
- Cardiopulmonary Resuscitation (CPR-BLS)