





FALLON DOYLE

EXPANDED FUNCTIONS DENTAL ASSISTANT (EFDA)

CONTACT

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Springfield, IL 
[LinkedIn](#) 

EDUCATION

Dental Assisting
Midwest Technical Institute
2013 - 2017
Springfield, IL

SKILLS

Customer Service
Sterilization
Dentrix
Google Workspace
EMR Software
Radiographs
Patient Charts

CERTIFICATIONS

Certified Pediatric Dental
Assistant
CPR

WORK EXPERIENCE

Expanded Functions Dental Assistant

Springfield Pediatric Dentistry
2020 - 2022 / Springfield, IL

- Orchestrated project to improve dental experience for children by training assistants in calming techniques, reducing anxiety in 82% of children according to parent surveys
- Performed standard standard procedures under supervision, including crowns, fillings, and dental impressions
- Handled 68% of medication refills by recording refill information and communicating with insurance carriers and pharmacists
- Handled setup in 5 treatment rooms by sterilizing tools, positioning instruments, and preparing patient take-home materials, increasing efficiency by 49%
- Monitored dental inventory 3 times per week by ordering supplies, creating a stock list, and organizing supplies

Dental Assistant

Heartland Dental
2018 - 2020 / Springfield, IL

- Crafted patient charts by scanning patient care documents and ordering medical records from medical/dental care providers
- Spearheaded introduction of Dentrix software, increasing patient flow by 12% and reducing appointment time by 23%
- Utilized 3 types of standard dental radiographic equipment to obtain imaging for 20+ patients per day
- Learned how to use 9 common dental materials, including cement, amalgam, composite, and impression materials

Dental Assistant

Southernview Dental Group
2017 - 2018 / Springfield, IL

- Prepared treatment rooms for 200+ weekly patients
- Obtained additional training in emergency drugs and oxygen administration, saving the lives of 2 patients during employment
- Followed 4-handed dentistry techniques to streamline dental procedures, reducing procedure time by 17%
- Collaborated with a team of 4 dental assistants and receptionists to collect survey information and implement feedback, improving review ratings by 43%