

Douglass Black

Dental Assistant II

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Raleigh, NC
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WORK EXPERIENCE

Agape Health Services

Dental Assistant II

Washington, NC | 2015 - current

- Organized treatment room for 120+ weekly patients by following prescribed procedures and protocols
- Navigated 20+ daily patients for dental treatment by welcoming them, and collecting their medical history
- Evaluated vitals and collected patient medical history before the dentist entered the treatment room
- Sterilized 100% of instrumentation and delivered to treatment area; positioned instruments for dentist's access, suctioning, and ease of passing
- Performed digital imaging, prophylaxis, sealants, provided telephone refilling of medications, and recorded medication refills in 500+ monthly patient records
- Exposed and prepared 28 radiographic studies, pouring, trimming, and polishing study casts
- Fabricated temporary restoration material; cleaned and polished removal appliances
- Helped the dentist manage medical emergencies by maintaining up-to-date CPR certifications, emergency drugs, oxygen supply, and emergency telephone directory

Harrisburg Smiles

Dental Assistant I

Harrisburg, NC | 2014 - 2015

- Managed 100% of dental radiographs/x-rays prescribed, along with several other dental assisting tasks
- Executed minor palliative care for 16 dental emergencies by placing a sedative filling
- Collaborated with the dentist during dental procedures by ensuring 100% availability of instrumentation and practicing 4-handed dentistry techniques
- Systematized billing and insurance details from patients and followed up with 15+ insurance companies to help file claims
- Placed composite for Class I, V, and VI restorations
- Directed 100% of post-op instructions and explained the treatment, oral hygiene, and plaque control instructions under the dentist's supervision

SKILLS

- Endodontics
- X-rays
- Electronic Medical Records (EMR)
- Front-office Tasks
- Prosthodontics
- 4-handed Dentistry

EDUCATION

Dental Assisting

Montgomery

Community College

2013 - 2014

Troy, NC

High School Diploma

Raleigh High School

2008 - 2012

Raleigh, NC

CERTIFICATIONS

- DANB Certified Dental Assistant (CDA)
- DANB Coronal Polishing
- DANB Nitrous Oxide
- BLS (ARC), 2020