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# Kivon Riley

## Certified Dental Assistant Trainee

Certified Iowa Dental Assistant Trainee excited to help Community Health Centers provide 5-star care to all patients. Dedication and an eagerness to learn have made me a valuable addition to my dental team throughout my young career.

kivon2@gmail.com

(123) 456-7890

Des Moines, IO

[LinkedIn](#)

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## Work Experience

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### Aspen Dental

Dental Assistant Trainee

2020 - current | West Burlington, IA

- Assisted the dentist during a variety of treatment procedures.
  - Set up and broke down operatory post treatment.
  - Managed infection control by preparing and sterilizing instruments and equipment.
  - Provided patients with instructions for oral care following all dental treatment procedures.
  - Educate patients on appropriate oral hygiene strategies to maintain oral health.
  - Organized bi-weekly dental trainee lunch, where dental trainees gathered both as a support network and knowledge repository.
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## Skills

- Electronic Medical Records (EMR)
  - Front-office tasks
  - Dental instruments and sterilization
  - Spanish (bilingual)
  - Microsoft Office (Word, PowerPoint, Excel)
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## Education

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### Roosevelt High School

High School Diploma

2016 - 2020 | Des Moines, IO

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## Certifications

- Iowa Dental Assistant Trainee Certification
  - CPR Certification (ARC), 2020
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## Activities

- President, Spanish Club (Roosevelt High School)
- Member, Roosevelt High School Varsity Soccer Team (2018 - 2020)