

# SHELBY LARA

## Orthodontic Dental Assistant

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☎ (123) 456-7890

📍 Park City, UT

🌐 LinkedIn

## EDUCATION

Dental Assisting

Utah Valley Dental Assisting

📅 January 2008 - April 2008

📍 Orem, UT

## SKILLS

Panos, cephs, scans, and impressions

Orthodontic instruments and sterilization

Bonding and banding brackets

Electronic Medical Records (EMR)

Self-motivated

## CERTIFICATIONS

X-Ray Certification

## WORK EXPERIENCE

### Orthodontic Dental Assistant

Vicki I. Wang, DDS

📅 December 2017 - current

📍 Park City, UT

- Instructed patients with braces on proper home dental hygiene, reducing the instance of cavities by 25%
- Ensured 4 exam rooms stayed in pristine condition, receiving commendation from 2 orthodontists for attention to detail
- Conducted 5+ daily dental cleanings and tooth polishing care prior to braces installations
- Prepared exam rooms, gathering supplies and organizing them for orthodontists, reducing braces fitting time by 18%
- Handled basic procedures, including taking x-rays and molds for retainers and replacing wires, bands, and coil springs

### Orthodontic Assistant

Miller Orthodontics

📅 September 2010 - December 2017

📍 Park City, UT

- Collaborated with 3 orthodontists, following instruction and providing assistance in complex orthodontic procedures
- Conducted initial cleanings for 10+ patients per shift, preparing them before bringing in the orthodontist, reducing orthodontist time per patient by 2 minutes
- Provided instruction and resources for children and parents on dental hygiene with braces
- Recorded images of teeth throughout the use of braces to help orthodontists assess progress

### Dental Assistant

Lakeview Dental

📅 May 2008 - September 2010

📍 Roy, UT

- Prepared dental materials, including cements, amalgam, composite, and impression materials
- Monitored blood pressure and pulse prior to starting treatments, strictly adhering to 100% of clinic guidelines
- Populated 1,500+ patient charts with scanned patient care documents, and ordered medical records from providers
- Used standard dental radiographic equipment, instructing patients how to bite for clear resolution on 91% of images
- Spearheaded the introduction of Dentrrix, streamlining scheduling and increasing active patient pool size by 11%
- Provided a welcoming environment for patients, answering questions about dental procedures patiently, contributing to an improvement in Google Reviews from 4.2 to 4.5