





JESSE LUNES

PEDIATRIC DENTAL ASSISTANT

CONTACT

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(123) 456-7890 
West Jordan, UT 
[LinkedIn](#) 

EDUCATION

Dental Assisting
Ogden-Weber Technical
College
2016 - 2017
Ogden, UT

SKILLS

4-handed Dentistry
Techniques
Vital Sign Measurement
Oral and Maxillofacial
Care
X-rays
Electronic Medical
Records (EMR)
Dental Instruments and
Sterilization
Pediatrics

CERTIFICATIONS

DANB Certified Dental
Assistant (CDA)
CPR (ARC), 2020

WORK EXPERIENCE

Pediatric Dental Assistant

Pacific Dental Services

2019 - current / West Jordan, UT

- Sterilized and disinfected 100% of instruments, equipment, and general patient areas
- Engaged patients and their guardians, ensuring their understanding of their care and ease of mind
- Executed radiographs and intra-oral pictures of patients, decreasing processing time by 25%
- Systematized 100+ patient charts and all of the dentist's notes in the digital patient charts as directed by the dentist
- Analyzed and recorded 20+ daily basic pediatric vital signs such as body blood pressure and pulse
- Coached patients on 7 postoperative and general oral health care techniques as directed by the dentist in a fun and engaging way
- Cleaned each operator 15+ times per week per the state applicable infection control guidelines

Dental Assistant

Warm Family Dentistry

2017 - 2019 / Lehi, UT

- Prepared 400+ monthly patients for treatments or checkups, ensuring their comfort
- Sterilized, selected, and set up instruments, equipment, and necessary materials before treatment, following office and state regulations
- Managed medical requests to and from 12 providers, making sure the requested information was received before patients' appointments
- Analyzed diagnostic information by exposing and preparing 20+ weekly radiographic studies, pouring, trimming, and polishing study casts
- Maintained log of 100% of dental equipment to ensure operation per manufacturers' instructions
- Organized dental supply inventory by checking stock 6 days per week to anticipate needed supplies; verified orders and receipt of supplies