

Jeffrey Hicks, DDM

Entry-Level Dentist

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Atlanta, GA

[LinkedIn](#)

WORK EXPERIENCE

Georgia State Dental Center - Clinical Rotations

2021 - 2023

Atlanta, GA

- Provided comprehensive dental care under instructor supervision for 370+ patients, both adults and children
- Performed emergency dental procedures at local children's hospital biweekly under supervision of hospital dentist
- Educated patients on sedation medications and administered anesthesia or oral sedation for 81 patients
- Assisted instructors with implants and root canals, **performing 18 independent root canals and 7 implants per month**

Magnolia Dentistry - Dental Assistant

2019 - 2021

Atlanta, GA

- Performed basic dental procedures, including cleanings, fillings, and crowns, under supervision of general dentist
- **Learned complex dental procedures from 2 dentists**, including bridges, implants, and veneers
- Assisted dentists with daily X-ray examinations
- Gathered, recorded, and updated patient information, adhering to 100% of HIPPA guidelines

Hinman Dental Society of Atlanta - Office Assistant

2015 - 2019

Atlanta, GA

- Networked online with local clinicians, dentists, and hygienists, **increasing company reach by 14%**
- Designed, drafted, edited, and distributed 185+ pamphlets, flyers, and memos for patient health education
- Edited and posted audio files for education courses and archive footage, decreasing staff responsibilities by 21%
- Ran copies, scanned documents, and organized filing system, reducing paper waste by 18%

EDUCATION

Georgia State School of Dentistry - Doctorate of Dental Medicine

2019 - 2023

Atlanta, GA

SKILLS

Molar Root Canals; Dental Examinations; Dental Implants; Routine Cleaning; Dental Research; Administration; Scheduling; Sedation Medication

LICENSE

- Georgia Dental License