

Callum Hawkins

Registered Dental Assistant

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(123) 456-7890

Bismarck, ND

[LinkedIn](#)

WORK EXPERIENCE

Bismarck Advanced Dental & Implants – Dental Assistant

2020 - current

Bismarck, ND

- **Performed pre-appointment tasks, including preparing 350+ monthly patient charts**, ordering medical records, and sterilizing tools
- Obtained special training to use 5 types of dental materials, including dental amalgam, composite, and impression materials
- Scheduled appointments and surgeries for 22 daily patients on average

The Smile Center – Dental Assistant

2019 - 2020

Bismarck, ND

- Performed digital imaging, prophylaxis, dental impressions, and sealant placement for 20+ daily patients
- Learned from 3 dentists how to perform fillings, root canals, extractions, crowns, and denture fittings
- Collaborated with dentist to assist with procedures, **reducing total appointment time by 34%**

PROJECTS

Clinical Dental Assistant Externship –

2018 -

Prairie Rose Family Dentists

2019

- Served under 4 dentists and 12 hygienists to treat 2.5K patients
- Communicated with patients and informed them of all procedures during appointments, receiving 99% positive reviews on voluntary surveys
- Collaborated with dental team to educate patients on proper dental hygiene, **improving the adherence to 6-month cleaning plans by 12%**

EDUCATION

Bismarck State College – Clinical Dental Assistant

2017 - 2018

Bismarck, ND

Legacy High School – High School Diploma

2013 - 2017

Bismarck, ND

SKILLS

Sterilization; Dental Room Preparation; Prophylaxis; Radiographs; Dental Impressions; Customer Service ; Scheduling; Verbal Communication