MARIA

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**I.** **OBJECTIVE**

 Seeking to secure a challenging and rewarding position with growth opportunities in an administration environment, where my skills can be effectively utilized to their fullest potential.

**II. QUALIFICATIONS SUMMARY**

* Highly talented Dental Assistant with extensive experience in materials used, x-rays and dental procedures.
* Confidence and positive approach working with multicultural nationalities.
* .Interpersonal skills.
* .Analytical and reporting skills
* Able to communicate effectively utilizing sound judgement, self-motivated, eager and willing to learn.
* Oriented towards efficiency and organization, independent but with a commitment to team success and assignment at hand

**III. EDUCATIONAL ATTAINMENT**

College:
 Doctor of Dental Medicine (May 1993)
 Lyceum-Northwestern University
 Tapuac Dist., Dagupan City
 Pangasinan, Philippines

Bachelor of Science Degree – Biology (March 1988)
 Lyceum-Northwestern University

SEMINARS AND CERTIFICATIONS

 Basic Life Support Certificate
 Ministry of Health Certified (KSA)
 Al Khobar, Kingdom of Saudi Arabia

 CME Training Certification
 Almana General Hospitals
 Al Khobar, Kingdom of Saudi Arabia

**IV. WORK EXPERIENCES**

Company : Almana General Hospitals
Department : Almana Dental & Maxillofacial Center
Address : 17th St. Corner Talal Road
 Al Khobar, Kingdom of Saudi Arabia
Position(s) : Dental Assistant/ Dental Hygienist
Duration : August 10, 2011 – September 20, 2015

**JOB DESCRIPTION**

* Prepares patients for dental treatment.
* Arranges Dental & Maxillofacial instrument, materials and medications on chair side tray.
* Maintain sterility of the working area.
* Assist during all dental and maxillofacial procedures.
* Be familiar with disinfection techniques.
* Takes and develops intraoral radiographs.
* Be able to take vital signs of the patients.
* Perform some clerical duties: receives walk-in patients, records treatment and procedures, advices follow-up. Keeps and inventory of materials used and request supplies.
* Perform other applicable tasks and duties assigned within the degree of knowledge, skills and abilities.
* Strictly adhere to the hospital working hours and follow the hospital policies in case of emergencies and sickness.
* Strictly adhere to all hospital policies, e.g. OPD and inpatient policies, infection control, etc.
* Full cooperation with the department head, head nurse and colleagues for smooth operation of the department is mandatory
* Conducts patient and family education which includes patient care, safe use of medications, safe use of equipment’s, potential interactions between medications and food, nutritional guidelines, pain management and rehabilitation techniques.

Company : Almana General Hospitals
Department : Almana Dental & Maxillofacial Center
Address : 17th St. Corner Talal Road
 Al Khobar, Kingdom of Saudi Arabia
Position(s) : Dental Assistant
Duration : February 2006 – February 2011

**Job Description**

* Prepare Dental materials like amalgam, cements, composite, impression materials etc.
* Promptly follow all instruction from the dentist dealing with patient comfort.
* Take inventory, stock all supplies, instrument and medications, and order supplies.
* Other responsibilities includes: Taking, Developing, and processing dental X-rays.
* Maintaining X-ray machinery, performing required laboratory procedures.
* Using four – handed assisting technique and keeping dental equipment in good and clean condition at all times.
* Participate in in-service training, department and general stuff meetings.
* Instruct patients in oral hygiene and plaque control programs.

Company : Saad Specialist Hospital
Department : Dental Department
Address : Al Khobar, Kingdom of Saudi Arabia
Position(s) : Dental Assistant/ Dental Hygienist
Duration : August 10, 2006 – September 20, 2011

**Job Description**

* Responsible for preparing surgery areas and patient’s for operations; taking and recording patient’s vital signs such as blood pressures and respirations rates.
* Assists surgeons with general anesthesia and intravenous procedures.
* Transfer surgical instruments to oral surgeon and prepare surgical dressings during treatment; also to retract patient’s cheek or lip as necessary so the surgeon can view the surgical area and perform suctioning to keep the patients mouth dry and clear from saliva.
* Inform patients on pre-op and post-op instructions; provide diagnostic information through x-rays, dental impressions and casts.
* Giving schedules of patient’s appointments.
* Providing surgeons with sound advice

**V. Personal Details**

Date of Birth : July 15, 1967
Employment Status : Fulltime
Marital Status : Single
Profession : Serving Dental Assistant
References : Will be furnished on request.

*I declare that above facts given by me are true to the best of my knowledge and belief.*