**MICHELLE**

[**MICHELLE.338008@2freemail.com**](mailto:MICHELLE.338008@2freemail.com)  
  
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**Summary Of Work Experiences (from the most recent)**

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| --- | --- | --- | --- |
| **Company** | **Position** | **Inclusive Dates** | **Reports To** |
| **Mourany Orthodontic and Dental Center** | Dental Assistant | March 27, 2012 – January 2, 2017 | Clinic – in - Charge |
| **Unciano Medical Center** | Nurse | October 26, 2011 – December 26, 2011 | Charge Nurse |
| **World Citi Medical Center** | Nurse | October 2009 – March 2010 | Charge Nurse |
| **World Citi Medical Center** | Volunteer Nurse | August 2009 – October 2009 | Charge Nurse |

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**Qualifications / Skills / Certifications**  
 - Dental Assistant for almost 5 years; more than 10 months experience in the field of Nursing  
 - ongoing studying Medical Coder   
 - acquired knowledge in Dentimax Software  
 - acquired knowledge in processing dental insurance codes/ claims  
 - acquired knowledge in whitening such as Opalescene and Zoom Whitening  
 - assisted specialist doctor such as Prosthodontist, Endodontist, General Dentistry and Pediatric Dentrist  
 - knowledgeable in computer software (MS Word, MS Excel, MS Powerpoint)  
 - ability to multitask and manage conflicting demands  
 - good communication and writing skills   
 - energetic and hardworking with the abiltiy to adapt the environment easily  
 - fast learner  
 - Nursing Licensure Passer in Philippines with License Number: **0455787**  
 - completed the Two – years Associate in Health Science Education (AHSE) Program: 2003 - 2005  
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 **Dental Assistant**  
 - Assisting the G.P. Dentist/ Prosthodontist / Endodontist / Pediatrics Kin the chairside procedures like scaling, root planning, restorations, extraction, case preparations for crown, bridge, inlay, onlay, veneer, dentures, root canal treatments, post and core build – up etc...  
 - Assisting the Surgeon in surgical extractions, impactions, installation of Implants, and microimplants (TAD: Temporary Anchorage Devices)  
 - taking and developing dental radiographs (x-rays)  
 - asking about patient’s medical history and taking vital signs  
 - serving as an infection control offices, developing infection control protocol and preparing and sterilizing instruments and equipment  
 - helping patients feel comfortable before, during and after dental treatment  
 - providing patients with instructions for oral care following surgery or other dental treatment procedures such as the placement of a restoration   
 - teaching patients appropriate oral hygiene strategies to maintain oral health (e.g. toot brushing, flossing, etc...)  
 - taking impressions of patients’ teeth   
 - helping to do whitening procedure like Opalescene and Zoom Whitening  
 - preparing the work area for patient’s treatment by setting out instruments and materials  
 - keep records of dental treatment  
 **NURSE**  
 Gives nursing care utilizing scientific principles:

* Routine admission care
* Monitoring Care – Personal Hygiene
* Maintains therapeutic environment
* Anticipates needs of patient
* Gives health teaching involving family participation
* Makes rounds and endorsement
* Encodes charges of patient
* Records progress notes of patient condition
* Prepares checklist for discharge
* Explain and secure consent for procedure

Carries our doctor’s order within hospital policies and legal limitations:

* Requisition / giving medications
* Requisition of diagnostic procedures
* Prepares patient for special procedures

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**Educational Background**  
 **College Education** **Bachelor of Science in Nursing** 2003 – 2007  
 **Far Eastern University**  
 Nicanor Reyes St. Sampaloc, Manila, Philippines  
  
 **Secondary Education Lourdes School of Quezon City**  1999 – 2003  
 Kanlaon Cor. D. Manuel St., SMH, Quezon City, Philippines  
 **Primary Education Mater Carmeli School**  1993 - 1999   
 D. Tuazon, Quezon City, Philippines  
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**Personal Information**  
 **Age :** 31 years old **Date of Birth :** 26 – November - 1985

**Nationality :** Filipino **Gender**   **:**  Female   
**Marital Status :** Single **Religion :** Roman Catholic   
**Language Spoken :**  Tagalog, English

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I hereby the above statement are true and correct.