**CURRICULUM VITAE**

**Jacky**

E-mail add: jacky.365241@2freemail.com

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| **Career Objective** |

To enhance my career growth in the same field and further contribute my acquired skills, knowledge and experience to the fullest towards the organization’s production quality and profitability.

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| **Qualifications** |

* Dedicated, knowledgeable of laboratory and office functions with a solid background in the field of *Dental for 5 years*.

* Proven interpersonal, communications and multi-tasking skills in a fast paced environment, completing targets within time.
* Possesses technical proficiency in operating office equipment such as copier, fax, computer, printer and software including Microsoft Office

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| **Experiences** |

**Medical Centre in Sharjah Sharjah, United Arab Emirates**

***As Dental Assistant*  November 4, 2011- present**

**Duties and Responsibilities:**

* Make patients as comfortable as possible in the dental chair, prepare them for treatment, and obtain dental records.
* Responsible for preparation of dental materials, cements, amalgam, composite, impression materials, etc.
* Hand instrument and materials to dentists, and keep patients’ mouth dry and clear by using suction or other devices.
* Sterilize and disinfect instrument and equipment, prepare tray setups for dental procedures, and instruct the patient on postoperative and general oral health care.
* Prepare materials for making impressions and restorations.
* Remove excess cement used in the filling process, and place rubber dams on the teeth to isolate them for individual treatment.
* Help with surgical procedures that treat the teeth and tissues of the mouth such as tooth extraction, reshaping of the gums, dental implants to replace missing teeth.
* Performs office duties such as:
* Schedule and confirm appointments;
* Receive patients;
* Keep treatment records;
* Send bills and receive payments;
* Order supplies and materials;

**1 year experience as Rural Health Nurse in Banisilan , North Cotabato**

* Attend the patient’s concerns.
* Assess patients vital signs, do the recording and documentation of result.
* Prioritize the patient’s needs.
* Gives injection, medication and tender health care to those who are sick.
* Assist the doctor in daily routine and rounds.
* Render outmost care to the needy and gives over time service to the community.

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| **Educational Background** |

**2006-2010 Bachelor of Science in Nursing**

 **Liceo de Cagayan University**

 **Cagayan de Oro City, Philippines**

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| **Personal Information** |

**Gender** : Female

**Age** : 27

**Date of Birth** : June 15, 1989

**Civil Status** : Single

**Citizenship** : Filipino

**Languages Spoken** : English and Filipino

**MOH License**  : Dental Assistant B (T9014)