|  |
| --- |
| Emily Johnson |
| SummaryEnthusiastic and dedicated entry-level Dental Assistant with a strong desire to learn and grow in the dental field. Eager to provide exceptional patient care and support dental team operations. Committed to maintaining a clean and safe environment for patients.Work Experience**Dental Assistant Intern Jan 2023 – Present**Bright Smiles Dental Clinic Springfield, IL* Assisted in preparing treatment rooms for patients, ensuring all tools and equipment were sterile and ready for use.
* Supported the dentist during procedures by handing instruments and ensuring patient comfort.

**Receptionist Jun 2022 – Dec 2022**Springfield Family Dentistry Springfield, IL* Managed appointment scheduling and patient check-in, enhancing office efficiency by 20%.
* Maintained accurate patient records and processed insurance claims.

EducationCertificate: Dental Assisting Jan 2022*Springfield Community College**Springfield, IL*certifications* CPR Certification – American Heart Association – 2023
 | Contact(123) 456-7890emily.johnson@example.comSpringfield, IL 62701SkillsPatient CareSterilization TechniquesX-ray AssistanceDental ChartingInfection ControlEquipment MaintenanceAdministrative SupportCommunication SkillsTime Management |