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| Emily Johnson | | |
| Summary  Enthusiastic 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.   Education Certificate: Dental Assisting Jan 2022 *Springfield Community College**Springfield, IL*  certifications   * CPR Certification – American Heart Association – 2023 | Contact  (123) 456-7890  emily.johnson@example.com  Springfield, IL 62701  Skills  Patient Care  Sterilization Techniques  X-ray Assistance  Dental Charting  Infection Control  Equipment Maintenance  Administrative Support  Communication Skills  Time Management |