**Amanda Moore Montgomery**  
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**Summary**  
Seeking an entry-level position as a dental hygienist that will allow me to display my excellent customer care skills. Have five years of experience as a dental assistant and have also worked as a dental office manager. Trained in many aspects of patient care, from preventative measures to teeth cleaning and assisting dentist with surgical procedures.

**Working Experience**  
**Dental Assistant**  
**March/2012-June/2017--Dr. Pierce Allen, DDS, Blueville, MS 39921**

**Responsibilities:**

* Took dental impressions;
* Cleaned and sterilized instruments;
* Scheduled patient appointments;
* Educated patients concerning proper oral health care procedures;
* Accepted payments using company software;
* Passed instruments to dentist during procedures;
* Maintained and ordered dental supplies;

**Achievements:**

* Appointed by employer to organize monthly office meetings;
* Served as secretary of local Oral Healthcare Workers Association;
* Publicly recognized by employer for five years of excellent service;

**Dental Office Manager**  
**January/2010--March/2012--Dr. Marc Andersen, Floridian, MS 39602**

**Responsibilities:**

* Schedule patient appointments;
* Managed employee scheduling;
* Collected payments;
* Handled patient credit applications;
* Answered telephone;
* Managed office budget;
* Processed insurance payments;
* Processed employee payroll and benefits;

**Achievements:**

* Negotiated for cheaper office supplies, resulting in a $10k reduction in office expenses;
* Promoted from office assistant to office manager within 1 year;
* Designated by employer as point of contact for all employee compensation questions;

**Education and Academic Training**

* Bachelor of Science in Dental Hygiene--Elmsworth Community College, May 2017;
* Dental assistant diploma--Elmsworth Community College, May 2012;
* Worked at career services department at Elmsworth Community College. Assisted classmates with writing dental hygienist resumes and other aspects of the job search.

**Job Related Skills**

* Manual dexterity;
* Excellent chair-side manner;
* Well-versed in infection control procedures;
* Excellent visual acuity;
* Ability to assess patient's oral health;
* Ability to stand for hours;
* CPR certified;
* Ability to use clinical instruments (syringes, gauze, dental tools, etc);
* Ability to adapt to changing work schedule;

**General Skills**

* MS Office;
* Internet Explorer;
* Windows 10;
* Human resources software;