

Sandy Sayed

4000 Kansas Street, San Diego, CA 92116

(619) 555-1212

sandysayed@wahoo.com

Seeking Position As...

DENTAL ASSISTANT

Profile: Accomplished dental and customer service professional. Bachelor of Dental Science and more than two years' clinical experience in addition to year-long internship. Effectively assisted maxillofacial surgeons, periodontists, endodontists, orthodontists, pedodontists and prosthodontists. Patient-centered team player with a passion for providing high-quality dental treatment.

- X-rays
- Models
- Tray Setup
- Tracings
- Sealants
- Material Management
- Polishing
- Patient Records
- Temporary Crowns/Bridges
- Impressions
- Rubber Dams & Matrices
- Periodontal Dressings
- Restorations (Class I, II & V)
- Post-operative Instructions
- Scheduling
- Chair-side Expertise
- Sterilization
- Bases and Liners
- Perio Charting
- Trimming
- Basic Accounting

Valued by patients and colleagues as a skilled, caring service provider.

EDUCATION AND CERTIFICATION

Bachelor of Dental Science, 2002

Farooqia Dental College, Mysore, India

California X-Ray License, June 2007

Excelle College, Professional Dental Enterprises, San Diego, CA
(Scored 100% on theoretical exam, 97% on practical exam.)

Healthcare Provider CPR Certification, May 2007

EMPLOYMENT HISTORY

Customer Service / Crew Manager

Subcontractor for Mayflower Transit, LLC, San Diego, CA

Oct. 2004–Feb. 2007

Coordinated pick-ups and deliveries for customers across the U.S. Hired and managed moving crews.

- 100% on-time rating.
- Only subcontractor in region to realize zero claims in most recent 12-month period.
- Recognized for ability to put nervous customers at ease.

EMPLOYMENT HISTORY continued**Dentist**

Maratt's Dental: Orthodontic and Poly Clinic, Mysore, India March 2002–July 2004

Examined, diagnosed, treated and educated patients at this private clinic. Performed orthodontic prep work and clean-up. Assisted oral and maxillofacial surgeon in the extraction of impacted teeth and reduction and fixation of fractured jaws.

- Converted acute patients into regular clients by educating them in dental hygiene.
- Earned trust of patients, many of whom refused to see any other dentist.
- Won coveted position in an area where there was a surplus of new dental graduates.

Dental Intern

Farooqia Dental Hospital, Mysore, India (concurrent) March 2002–March 2003

Performed rotations in the following departments: Oral Medicine and Radiology, Oral and Maxillofacial Surgery, Periodontics, Conservative Dentistry and Endodontics, Pedodontics, Orthodontics, Prosthodontics, and Community Dentistry. Exposed and processed X-rays using bisecting and paralleling techniques, including panoramic radiographs.

- Often recognized for organizational and customer care skills.
- Attended National Conference on Oral Radiology.
- Organized and hosted seminar on oral tumors.

Manager

MIPL Internet Café, Mysore, India Jan. 2000–Sept. 2002

Managed employees, developed and implemented marketing campaigns, coordinated IT maintenance, fostered customer satisfaction.

- Maximized income from computers, using them for data entry while café was closed to public.
- Employed existing infrastructure and pool of students to develop customized software for domestic and foreign clients.
- Played major role in gaining MIPL's most lucrative contract—data entry for local elections.
- Exceeded system rental goals using incentives such as volume discounts and free refreshments.