

Amanda Yerxa

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471-6165

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Skills and Qualification's

- Schedule and confirm appointments
- Assist clients with medical charts and respect client confidentiality.
- Enter medical records onto a computer program
- Trained on Microsoft word.
- Work well on a team or independently.
- Very organized.
- Catch on quickly with very little supervision.
- Excellent time management.

Employment History

Dental Assistant 04/13-02/14

- Trained on Patterson Eaglesoft and Dentirx
- Assist chair side
- Some lab work
- Schedule and confirm appointments.
- Assisted with orthodontics

Nail Technician 01/12-04/13

- Manicures, pedicures and gel nails.
- Build and maintain client relationships.
- Answerd the phone and booked appointments.

- Follow strict disinfection procedures.
- Complete transactions.
- Some bookkeeping

Dental Assistant 06/10-08/11

- Scheduled appointments and answered the phone.
- Worked chairside, took X-rays, administered fluoride and took impressions.
- Ordered and maintained inventory.
- Trained and supervised new employees.
- Filled patient charts.
- Followed the dental assistant Code of Ethics.

Education

Majestany- Frederiction 08/11-12/11

Nail technician

Diploma received

Holland College- PEI 09/08-01/10

Dental Assistant

Diploma received

Dental assistant course includes:

- Office management.
- Professionalism in Practice.
- Preparation for patient care.

References

Available upon request