

DENIZ DENTISTRY

Dartmouth, Nova Scotia
Home: (555) 555-1234, Cell: (555) 555-1235, mail@dal.ca

SUMMARY OF QUALIFICATIONS

- Ability to analyze medical records and prescribed protocol to formulate effective therapeutic treatment plans
- Excellent knowledge of Canadian and institutional regulations and guidelines for the provision of dental outpatient services
- Sound ability to set up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines
- Excellent communication skills: ability to articulate technical information to non-technical personnel
- Proficient in: Axiom Software Suite, Pub Med Search Engine, Macro Software, Micro Software, Windows Operating system
- Exposed and developed radiographs

EDUCATION

Diploma in Dental Hygiene (DDH) Graduated 2019
Dalhousie University, Halifax, NS

Bachelor of Science Program - Major in Biology Graduated 2016
Dalhousie University, Halifax, NS

PROFESSIONAL MEMBERSHIPS

Student Member, Canadian Dental Hygienist Association 2017-9

CERTIFICATES

- WHMIS, Environment Health and Safety 2016
- Canadian Red Cross Level "C" CPR 2015

CLINICAL EXPERIENCE

Dental Hygienist Internship May – Oct 2019
Dalhousie Dental Clinic, Halifax, NS

- Provided specialized care for a variety of clients including school aged children, elders, military personnel and Veterans, in many diverse settings.
- Assessed dental condition and needs of patient using patient screening procedures; including medical history review, dental charting, and perio charting.
- Documented dental history or chief complaint; recorded and reported pertinent observations and patient reactions to dental staff
- Implemented individualized dental care plans for patients; performed patient education, discharge planning, and patient/family teaching under the supervision of a qualified dentist.

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Dental Hygienist Internship
IWK Hospital, Halifax, NS

Jan. – May 2018

- Taught clients how to practice good oral hygiene and provided preventive dental care.
- Took and developed dental x-rays and made temporary fillings.
- Implemented infection control procedures: cleaned hygiene room, sterilized instruments, and prepared hygiene room for patients under preceptor supervision
- Assisted as required with patient reception, telephone calls, routine triage, and other office duties

RELEVANT ACADEMIC PROJECTS

Project: **Design Educational Materials to Promote "Dental Health for Kids"**
Class: **Population and Health**

- Collaborated with four students to share ideas, develop a plan, delegate work loads and share resources; work accomplished resulted in an A grade.
- Facilitated an educational game to 25 preschoolers on importance of dental health; children remained engaged and entertained.
- Created a range of cartoon characters representing different areas of dental health and incorporated them in posters and activities.
- Designed colorful and playful posters using Photoshop and Adobe publisher.

ADDITIONAL EXPERIENCE

Community Advisor

Office of Residence Life, Dalhousie University, Halifax, NS 2016

- Developed leadership skills by facilitating a cohesive community environment for 55 residents
- Coordinated four social, educational and cultural programs each semester, increasing student participation by 20%
- Developed and presented training program, "How to Successfully Plan Community Events", resulted in very positive feedback
- One of 30 individuals selected from 120 student leaders to lead and coordinate events
- Completed comprehensive training in team building, diversity and crisis management
- Educated residents about safety and security issues on campus and in residence halls through the use of campus voicemail and monthly seminars

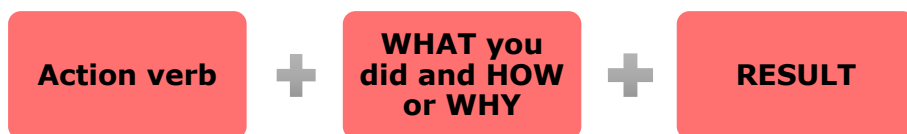


Action Statements

If you were face-to-face with an employer right now, what would you say? What skills and knowledge would you highlight? To capture your experiences and accomplishments on your résumé (and to stand out!) use **ACTION STATEMENTS**.

Tips:

- Quantify whenever possible, it adds perspective.
- Results are PROOF that you are effective.
- Avoid language such as "duties included" or "responsibilities were"; the employer wants to hear how and what **YOU** did
- Ask yourself, "What is the employer looking for in an ideal candidate?" and "How can I demonstrate that?"



Ineffective Action Statement	Effective Action Statement
<ul style="list-style-type: none"> Responsible for filling outside orders 	<ul style="list-style-type: none"> Processed corporate customer's orders in excess of twenty thousand dollars while ensuring high customer satisfaction levels were maintained
<ul style="list-style-type: none"> Started a new program. 	<ul style="list-style-type: none"> Created and implemented a new youth mentoring program by assessing the needs of youth in the community through one-on-one interviews and focus groups which resulted in 80% participation of local high school students

Examples:

- Provided excellent customer service: assessed client's needs, suggested products and always followed up.
- Performed study on agency effectiveness by interviewing staff and reviewing case court documents; recommended changes to manager were implemented.
- Collaborated with 12 peers to create and implement a recycling program: resulted in a reduction of paper consumption by 50%
- Resolved 25 client calls per day by responding to inquiries on various financial accounts resulting in improved client relations and decreased client complaints
- Researched and determined status of un-cashed checks and created a system to help track future unclaimed obligations which resulted in the initial savings of \$184,000 and \$20,000 annually
- Supervised and counselled 80 students on various issues from academic difficulties to peer pressure while observing strict confidentiality at all times
- Developed an application to replicate tables between databases providing the client with more power in function and flexibility throughout platforms using C and ESQL on a UNIX platform

ACTION VERBS

Management skills	Communication Skills	Research Skills	Technical Skills
Administered Analyzed Assigned Attained Chaired Coordinated Delegated Developed Directed Evaluated Improved Increased Initiated Integrated Organized Oversaw Planned Prioritized Produced Recommended Reviewed Scheduled Supervised	Addressed Arbitrated Arranged Authored Collaborated Corresponded Developed Directed Drafted Edited Enlisted Formulated Influenced Interpreted Lectured Mediated Moderated Negotiated Persuaded Promoted Publicized Reconciled Recruited	Analyzed Clarified Collected Compared Conducted Critiqued Detected Determined Diagnosed valuated Examined Experimented Explored Extracted Formulated Gathered Inspected Interviewed Invented Investigated Located Measured Organized	Adapted Applied Assembled Built Calculated Computed Constructed Converted Debugged Designed Determined Developed Engineered Fabricated Fortified Installed Maintained Operated Overhauled Printed Programmed Rectified Regulated
Teaching/Helping Skills	Financial Skills	Creative Skills	Clerical Skills
Adapted Advised Assessed Clarified Coached Communicated Coordinated Counseled Demonstrated Educated Enabled Encouraged Evaluated Explained Facilitated Guided Informed Instructed Trained	Administered Adjusted Allocated Analyzed Appraised Assessed Audited Balanced Budgeted Calculated Computed Conserved Corrected Determined Developed Estimated Forecasted Managed	Acted Conceptualized Created Customized Designed Developed Directed Established Fashioned Founded Illustrated Initiated Integrated Introduced Invented Performed Planned Shaped	Approved Arranged Catalogued Classified Collected Compiled Dispatched Generated Implemented Inspected Monitored Operated Organized Prepared Processed Purchased Recorded Retrieved Screened