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| Emily Johnson |
| SummaryDetail-oriented and compassionate recent graduate seeking an entry-level Dental Assistant position. Eager to apply my training in patient care and office management to support dental professionals in providing exceptional service.Work Experience**Dental Assistant Intern Jan 2023 – May 2023**Bright Smiles Dental Clinic Springfield, IL* Assisted in managing patient flow and ensuring efficient appointment scheduling.
* Prepared treatment rooms and sterilized instruments to maintain a clean environment.

**Dental Office Receptionist Jun 2022 – Dec 2022**Springfield Family Dentistry Springfield, IL* Greeted and registered patients, managing a high-volume front desk.
* Maintained patient records and processed billing information accurately.

EducationAssociate of Applied Science: Dental Assisting Jan 2022*Springfield Community College**Springfield, IL*certifications* CPR Certification – American Heart Association – 2023
 | Contact(555) 123-4567emily.johnson@example.comSpringfield, IL 62701SkillsPatient CareSterilization TechniquesDental RadiographyAppointment SchedulingInfection ControlDental TerminologyCustomer ServiceTime Management |