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| Emily Johnson | | |
| Summary  Detail-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.   Education Associate of Applied Science: Dental Assisting Jan 2022 *Springfield Community College**Springfield, IL*  certifications   * CPR Certification – American Heart Association – 2023 | Contact  (555) 123-4567  emily.johnson@example.com  Springfield, IL 62701  Skills  Patient Care  Sterilization Techniques  Dental Radiography  Appointment Scheduling  Infection Control  Dental Terminology  Customer Service  Time Management |