

# Melvia Daniel

Dental Assistant Coordinator

✉ [melvia.daniel@gmail.com](mailto:melvia.daniel@gmail.com)  
☎ (105) 136-2728  
📍 3605 White Oak Dr, Fremont,  
CA 94536

## Education

**Associate of Science  
in Dental Assisting at  
Manchester Community  
College, Manchester, NH**

Aug 2013 - May 2017

I have learned how to take x-rays, how to make dental impressions, and how to place and remove dental dams.

## Links

[linkedin.com/in/melviadaniel](https://www.linkedin.com/in/melviadaniel)

## Skills

Dental Assisting

Dental Radiography

Infection Control in the Dental Office

OSHA and HIPAA Regulations

Patient Education

Chairside Assisting Techniques

Sterilization Procedures

## Languages

English

Mandarin

## Profile

I am a Dental Assistant Coordinator with over 5 years of experience. I have coordinated dental assistants in both private and corporate settings. I am proficient in scheduling, patient communication, insurance verification, treatment planning, and record keeping. My attention to detail ensures that all patients receive the highest quality of care possible. I work well under pressure and can juggle multiple tasks simultaneously. I am a team player who is always willing to lend a helping hand when needed.

## Employment History

### Dental Assistant Coordinator at Aspen Dental, NH

Mar 2022 - Present

- Hired and trained 5 new dental assistants.
- Coordinated schedules for 15 dentists and 30 dental assistants.
- Reduced average appointment time by 10 minutes.
- Increased patient satisfaction scores by 3%.
- Implemented a new filing system that decreased retrieval time by 30 seconds.

### Dental Assistant at Bright Now! Dental, NH

Sep 2017 - Jan 2022

- Assisted in providing dental care to over 500 patients.
- Assisted in performing over 100 root canals.
- Assisted in placing over 200 crowns and bridges.
- Helped develop new system for tracking patient data which resulted in a 10% increase in efficiency.
- Trained 2 new assistants on proper procedures and techniques.

## Certificates

### Certified Dental Assistant (CDA)

Feb 2021

### Registered Dental Assistant (RDA)

Mar 2019

## Memberships

American Dental Association

National Dental Association