

Lexee Polys

Dental Assistant Lead

✉ lexee.polys@gmail.com

☎ (137) 109-5230

📍 1600 Pennsylvania Ave, Washington, DC 20500

EDUCATION

Associate of Science in Dental Assisting at West Virginia University

Aug 2013 - May 2017

I have learned how to take dental x-rays, remove tartar and plaque from teeth, make temporary crowns, and provide patients with instruction on how to take care of their teeth.

LINKS

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

SKILLS

Dental Assisting

X-Ray Certification

Lead Dental Assistant experience

Coronal Polishing License

Nitrous Oxide Monitoring Certificate

CPR/BLS Certification

OSHA Bloodborne Pathogens Training

LANGUAGES

English

Indonesian

PROFILE

I have over 5 years of experience as a Dental Assistant Lead. I am certified in both CPR and First Aid. In my previous role, I was responsible for managing the schedule, ordering supplies, and training new hires. I am also proficient in dental software programs such as Dentrrix and EasyDent. I am passionate about providing quality patient care and take pride in my work.

EMPLOYMENT HISTORY

● Dental Assistant Lead at WVU School of Dentistry, WV

Mar 2022 - Present

- Led a team of 5 dental assistants in providing quality patient care.
- Trained 2 new dental assistants on proper clinical procedures and charting techniques.
- Maintained accurate inventory levels of all dental supplies and equipment.
- Monitored daily scheduling to ensure efficient utilization of staff and resources.

● Dental Assistant at Marshall University School of Dentistry, WV

Aug 2017 - Feb 2022

- Assisted dentist with over 500 patients.
- Managed and organized dental office supplies.
- Trained new employees in proper dental procedures.
- Acted as lead assistant during complex surgeries.
- Maintained sterilization of all equipment.

CERTIFICATES

Certified Dental Assistant (CDA)

Jan 2021

Registered Dental Assistant (RDA)

Feb 2019

MEMBERSHIPS

American Dental Association

National Dental Association