

# Dhara Tegg

## Dental Assistant

I have over 1 year of experience as a Dental Assistant. I am proficient in taking X-rays, charting teeth, and providing patients with instruction on oral hygiene. I am passionate about my work and take pride in providing quality dental care to my patients. I am dedicated to continuing my education in the field of dentistry and expanding my knowledge so that I can provide the best possible care for my patients

[dhara.tegg@gmail.com](mailto:dhara.tegg@gmail.com) 

(581) 146-2864 

12345 Pine St, Jackson, MS   
39201

### Education

#### Dental Assistant Diploma at Mississippi Gulf Coast Community College

Sep 2016 - May 2021

I have learned how to take x-rays, make temporary crowns, take impressions of teeth, and assist the dentist during procedures.

### Links

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

### Skills

Dental anatomy

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Dental instruments

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Infection control

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Sterilization techniques

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Radiography (x-rays)

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Chairside manner

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Patient education

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### Employment History

#### Dental Assistant at Aspen Dental, MS

Jun 2022 - Present

- Assisted in providing dental care to over 100 patients.
- Maintained a clean and organized work area.
- Demonstrated excellent customer service skills by greeting each patient with a smile.
- Managed appointment scheduling for 10 dentists.
- Answered phone calls and directed them appropriately.

#### Dental Assistant II at Bright Now! Dental, MS

Jul 2021 - Apr 2022

- Assisted in providing dental care to over 500 patients last year.
- Helped increase patient satisfaction scores by 10%.
- Trained 2 new dental assistants.
- Implemented a new system for tracking medical supplies which resulted in a 5% decrease in inventory costs.
- Led the office team in creating and implementing a more efficient work flow schedule that decreased wait times for patients by 20%.

### Certificates

#### Certified Dental Assistant (CDA)

Dec 2020

#### Registered Dental Assistant (RDA)

Aug 2019

### Memberships

American Dental Association

National Dental Association