

Matthew Garcia

DENTAL ASSISTANT

+1 317-333-9493

MatthewLGarcia@gmail.com

United States, Indianapolis, 4633
Crestview Manor

LINKS

matthewlgarcia

PERSONAL INFO

Date of birth: 28 September 1980

SKILLS

Knowledge of dental instruments, procedures, and terminology **Expert**

Dental software for patient management and digital imaging **Expert**

Communication skills **Expert**

PROFESSIONAL SUMMARY

Enthusiastic and dedicated Dental Assistant with 10+ years of experience in providing exceptional patient care. Skilled in conducting various dental procedures while ensuring a comfortable environment for patients. Detail-oriented and highly organized individual focused on maintaining high standards of infection control and sterilization. Strong interpersonal skills to effectively communicate with patients and build rapport. Proactive team member committed to contributing to a thriving dental practice.

EXPERIENCE

2009 - Now

Dental Assistant

BrightSmiles Dental Clinic / United States, Indianapolis, IN

- Assisted the dentist in various dental procedures such as fillings, oral surgery, and root canals.
- Prepared and sterilized dental instruments and equipment for procedures.
- Conducted patient intake and prepared medical records.
- Provided education to patients regarding proper oral hygiene techniques.
- Managed inventory of dental supplies and ordered necessary replenishments as needed.
- Collaborated with the front desk staff to schedule appointments and ensure smooth clinic operations.

EDUCATION

2003 - 2004

B.S. in Public Health Dental Hygiene

Indiana University School of Dentistry

- Completed a comprehensive program covering dental anatomy, radiography techniques, infection control protocols, and chairside assisting skills.
- Participated in clinical rotations at IU School of Dentistry, gaining practical experience under the guidance of experienced dentists.

COURSES

Radiography Certification Course

Dental Radiology Institute

VOLUNTEER EXPERIENCE

2019 - Now

Volunteer Dental Assistant at Smile-Works Dental

Outreach Program, providing free oral health screenings and educational sessions to underserved communities in Indianapolis