

FIRSTNAME LASTNAME

Towson, MD | firstnamelastname@gmail.com | 443-555-5555

EDUCATION

Bachelor of Technical and Professional Studies, Allied Health

Administration/Management Track

Towson University, Towson, MD

May 20xx

- GPA: 3.65
- Dean's List 20xx and 20xx

Relevant Coursework: Management for the Allied Health Professional, Clinical Program Plan & Evaluation, Health Administration, Health Information Management

Associate of Applied Science, Dental Hygiene

Community College of Baltimore County, Dundalk, MD

May 20xx

- GPA: 3.87

RELATED EXPERIENCE

Dental Hygienist

White Marsh Family Dentistry, White Marsh, MD

June 20xx – present

- Provide clinical services and health education to improve and maintain oral health
- Examine gums and teeth for signs of disease or other problems
- Review x-rays and overall tooth and gum care with patients
- Collaborate with dentist to complete patient files and care plans
- Assist with inventory management by monitoring and ordering dental supplies as needed

Office Assistant

Columbia Dental Care, Columbia, MD

June 20xx – May 20xx

- Greeted patients, checked them in for appointments, and maintained a welcoming office environment
- Scheduled patient appointments and called patients for upcoming appointment reminders
- Maintained patient files; assisted staff with filing system and retrieving patient files
- Provided exceptional patient service; awarded "Gold Star of the Month Award" four times

PROFESSIONAL AFFILIATIONS

Member

American Dental Hygienists Association (ADHA)

June 20xx – present

- Participated in continuing education programs and professional development opportunities sponsored by the ADHA

ADDITIONAL EXPERIENCE

Server

Copper Oak Restaurant, Timonium, MD

May 20xx – December 20xx

- Trained and mentored newly hired servers on customer service standards, POS system procedures, and restaurant policies
- Provided efficient service to 30+ guests per shift while balancing multiple priorities in a fast-paced restaurant environment
- Maintained thorough knowledge of menu offerings, promotions, and specials to make recommendations and increase sales
- Received "Employee of the Month" award five times for outstanding customer service and leadership