

Karen Toson

Dental Assistant

Personal Info

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Hard Skills

X-Ray Skills

Expert

4-Handed Dentistry

Expert

Dental Procedure Preparation

Advanced

Dental Procedure Documentation

Advanced

Dental Equipment Maintenance

Intermediate

Soft Skills

Compassion

Expert

Teamwork

Expert

Great Attitude

Advanced

Customer Service

Advanced

Passionate, compassionate dental assistant with 4+ years experience helping dentists to prep, perform, and document procedures. Has consistently received customer satisfaction scores in excess of 95% positive. Highly skilled in digital X-Rays, 4-handed dentistry and billing.

Experience

2015-05 - 2017-06

Hampton Dental Spa

- Responsible for providing patient care, taking X-Rays, dental procedure assisting, scheduling appointments, and record keeping.
- Received 95% positive customer comments. Frequently received a monthly bonus as a valuable employee. Got five unsolicited patient thank you letters.
- Given three commendations for efficient 4-handed dentistry from Dr. Hampton.
- Decreased setup time for dental procedure preparation by 50%.
- Trained other staff members in digital X-Ray skills.

2013-04 - 2015-05

Bray Dental Clinic

- Responsible for patient care, appointment scheduling, dental procedure documentation, 4-handed dentistry, and other duties.
- Decreased inventory costs by 25% through organizing supplies into a more efficient system. Cut wasted time in documentation by 22%.
- During my employment, patient satisfaction scores for the entire practice rose by 22%. Dr. Bray assigned most of the increase to my listening skills.
- Performed CPR on a patient who had an infarction during a procedure.
- Frequently commended for reliability by Dr. Bray and other staff members.

2013

Volunteer Dental Assistant

- Volunteered for Dr. Ashton Siebert, DDS, PA as a dental assistant.
- Volunteered for Dr. Tate Caswell, DDS, PA as a dental assistant.
- Frequently received high customer comment scores of 95% positive or more.
- Displayed high efficiency in dental procedure preparation.

Education

2013

Smile Wright Dental Assistant School

- Completed 13-week Smile Wright Dental Assistant School training program.
- Performed a full externship with a practicing dentist.
- Executed 195 hours of lecture and lab training.
- Followed my passion for learning to operate X-Ray equipment, digital X-Ray operation, and educating patients in upcoming procedures.

Certificates

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- Pennsylvania State Dental Radiological Procedure Certification.
- EFDA (Expanded Function Dental Assistant)
- National Certified Dental Assistant Certification

Additional Activities

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- Member, PA Dental Assistant's Association.
- Participate in a weekly softball league to hone my interpersonal skills.
- Volunteer at the local animal shelter on Sundays, walking dogs, cleaning cages, feeding animals, administering medicines, cleaning building.
- Take yoga classes twice per week to stay centered and healthy.