# **Karen Toson**

## **Dental Assistant**

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

### Certificates

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



## 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