

# Penelope Scott

## Full-Time Dental Assistant

I am a full-time dental assistant with extensive experience in comprehensive patient care and office administration. I excel in providing chairside support and maintaining a smooth clinical workflow.

### CONTACT



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LinkedIn



Phoenix, AZ 85004

### KEY SKILLS

- Full-time patient care
- Office administration
- Chairside support
- Radiography
- Record management

### EDUCATION

Associate of Applied Science in Dental  
Assisting  
Phoenix College, Phoenix, AZ  
June 2016

## PROFESSIONAL EXPERIENCE

Dental Assistant | Apex Dental Care, Phoenix, AZ  
May 2019 – Present

- Supported dentists in routine and complex procedures, reducing treatment time by 15%.
- Managed patient scheduling and record-keeping, improving office efficiency.

Dental Assistant | Bright Smiles Dental, Phoenix, AZ  
June 2016 – April 2019

- Assisted in patient care, radiography, and instrument sterilization.
- Collaborated with dental teams to maintain a high standard of clinical service.