

# Charles Anderson

## Executive Dental Assistant

I am an executive dental assistant with extensive experience supporting high-level dental practices. I excel in comprehensive chairside support, administrative management, and patient relations in upscale settings.

### CONTACT

 (123) 456-7890

 charles.anderson@example.com

 LinkedIn

 New York, NY 10002

### KEY SKILLS

- Executive-level dental assisting
- Administrative management
- Patient relations
- Advanced clinical support
- Scheduling coordination

### EDUCATION

May 2015 | Associate of Applied Science in Dental Assisting

New York City College, New York, NY

### PROFESSIONAL EXPERIENCE

Executive Dental Assistant | Elite Dental Group | New York, NY  
May 2018 – Present

- Provided advanced clinical and administrative support for a practice of 10 dentists, enhancing patient satisfaction by 25%.
- Coordinated complex scheduling and managed high-volume patient communications.

Dental Assistant | Prestige Dental | New York, NY  
January 2015 – April 2018

- Assisted with a range of dental procedures, ensuring efficient chairside support and precise instrument management.
- Developed patient education materials that improved treatment adherence.