

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.