

## Profile

A driven individual with outstanding organizational and communication skills. Goal oriented and works well individually or within a team environment. Eager to learn and support my future organization.

## Education

**Trapezio Academy** (Acworth, GA) - September 2015 to March 2016

- Certification of Academy of Orthodontic Assisting
- Completion of Proper Positioning of X-Rays

**Chattahoochee Technical College** (Canton, GA) - Aug. 2014 to Aug. 2015

**Graduate of Creekview High School** (Canton, GA) - 2014

## Internship

**Dr. Loos** (Canton, GA) - Dec. 2015 to April 2016

During my internship I have had the opportunity to assist in the following:

- Bonding procedures
- Placement and removal of archwires while being able to change colored ligatures
- Taking and pouring impressions
- Taking and developing x-rays
- Multiple sterilization processes

Each one of these task were supervised by the doctor or orthodontic assistants.

## Employment History

**Receptionist, Trilogy Salon** (Canton, GA) – Jan. 2014 to Present

- Assisted Management by answering phones
- Schedule salon appointments
- Maintain and clean-up work stations

**Food Service Associate, Buffalo's Café** (Canton, GA) – Jan. 2013 to Feb 2016

- Greeted customers to ensure a positive experience
- Assisted Management by answering phones
- Responsible for detailed and accurate food orders
- Maintained work stations to ensure a clean/efficient environment
- Trained wait and hostess staff on best practices

## References

References are available on request.